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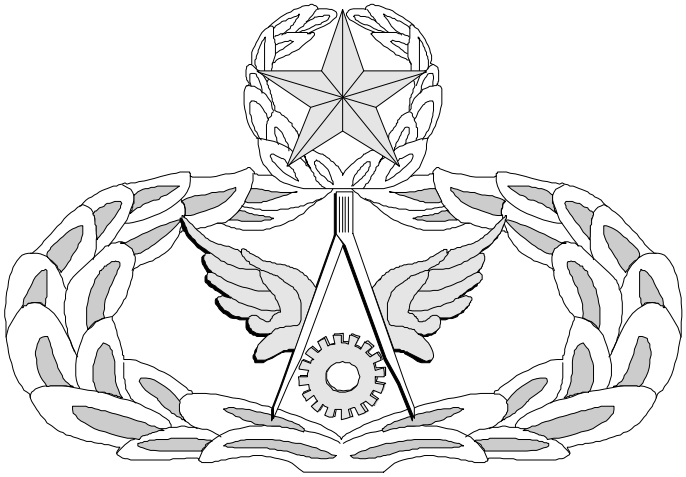
READINESS



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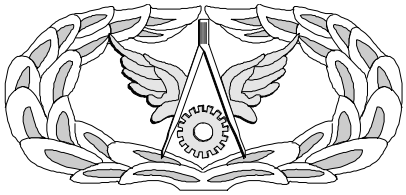

BASIC

SENIOR

CAREER FIELD
EDUCATION AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN
READINESS SPECIALTY
3E9X1

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PREFACE

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and instill rigor in all aspects of career field training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. **Part I** provides information necessary for overall management of the specialty.

- **Section A** provides general information about how the CFETP will be used.
- **Section B** identifies career field progression information, duties and responsibilities, training strategies, and career field path.
- **Section C** associates each level with specialty qualifications (knowledge, education, and training).
- **Section D** indicates resource constraints.
- **Section E** identifies transition training guide requirements for SSgt through MSgt.

2.2. **Part II** includes the following:

- **Section A** identifies the Specialty Training Standard (STS) to include duties, tasks, and technical references to support Air Education and Training Command (AETC) conducted training, wartime course, and correspondence course requirements.
- **Section B** contains the course objective list and training standards supervisors will use to determine if airmen satisfy training requirements.
- **Section C** identifies available support materials. Qualification Training Packages (QTPs) and CerTests support both upgrade training (UGT) and qualification training. QTPs are indexed in AF Index (AFIND) 8, Numerical Index of Specialized Educational Training Publications.
- **Section D** identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses, and exportable courseware.
- **Section E** identifies MAJCOM-unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

- **Section F** identifies home station training references and courses for this specialty in support of contingency/wartime training.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this guide.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM). An individual on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of an Air Force specialty or group of specialties.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

CerTest. A multi-media training program used to train and test an individual's knowledge of the career field's principles and procedures.

Computer Based Training (CBT). The use of computers to aid in the delivery and management of instructional material.

Continuation Training. Additional training exceeding requirements with emphasis on present and future duty assignments.

Core Task. A task Air Force Career Field Managers (AFCFMs) identified as a minimum qualification requirement within an Air Force specialty or duty position. These tasks exemplify the essence of the career field.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing, and Conducting Training.

Critical Task. Tasks assigned to an individual by the individual’s MAJCOM. Such tasks become mandatory for UGT.

Distance Learning (DL). Training that is exported, such as from a resident course to a field location.

Duty Position Task. The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks, critical tasks, and any other tasks assigned by the supervisor.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer-assisted, paper text, interactive video, or other necessary means to supplement training.

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team (MTT).

Initial Skills Training. A formal resident course which results in award of the entry level.

Instructional System Development (ISD). A deliberate and orderly, but flexible, process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost-efficient way the knowledge, skills, and attitudes essential for successful job performance.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Proficiency training is additional training, either in-residence, exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. QTPs identify the Air Force's standardized method for performing the task. The QTP may be printed (paper-based), computer-based, or in other audiovisual media.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, or equipment that precludes desired training from being delivered.

Skills Training. A formal course resulting in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). Describes skills and knowledge that airmen in a particular AFS need on the job. It further serves as a contract between the Air Education and Training Command (AETC) and the user to show the overall training requirements for an AFS taught in the resident and nonresident courses.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Total Force. All collective Air Force components (active duty, Reserve, Guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). A computer-based decision support technology designed to assist Air Force career field managers (AFCFMs) in making critical judgments relevant to what training should be provided to personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting). A TIDES template is used Air Force-wide for standardization and formatting of CFETPs.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues is greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7-, and 9-skill levels.

Utilization and Training Workshop (U&TW). A forum of the AFCFM, MAJCOM Functional Managers (MFMs), Subject Matter Experts (SMEs), and AETC training personnel that determine career ladder training requirements.

PART I

SECTION A - GENERAL INFORMATION

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFMs), MAJCOM functional managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals require to develop and progress throughout their careers. It identifies initial skills, upgrade, qualification, advanced, and proficiency training.

- **Initial skills training** is the AFS-specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training wings.

- **Upgrade training** identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7-, and 9-skill levels.

- **Qualification training** is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job.

- **Advanced Training**. A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

- **Proficiency training** is additional training, either in-residence, exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

The CFETP has several purposes:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty and identifies sources of training and training delivery methods.

1.4. Identifies major resource constraints which impact full implementation of the desired career field training process.

2. Uses. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, nonresident, field, and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM, Air Force Civil Engineer Support Agency Training Division (HQ AFCESA/CEOT) to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement CFETP mandatory initial, upgrade, and proficiency requirements and identify requirements that can be satisfied by OJT, resident training, contract training, CerTest, or exportable courses. MAJCOM-developed training to support this AFS must be identified for inclusion into the plan.

2.3. Unit Training managers and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in this plan.

2.4. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority for the CFETP. MAJCOM representatives and AETC personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

SECTION B - CAREER FIELD PROGRESSION AND INFORMATION

4. Specialty Descriptions. Readiness Apprentice, Journeyman, Craftsman, and Superintendent.

4.1. Specialty Summary. Prepares, maintains, and monitors Civil Engineer (CE) operations plans and supporting documents for mobility, response, and recovery operations. Reviews and provides input to installation contingency plans. Monitors Prime Base Engineer Emergency Force (BEEF), air base operability, and disaster preparedness programs, and conducts/schedules associated training. Manages assigned equipment and supplies, performs or schedules equipment maintenance, and inventories assets. Maintains and inspects nuclear, biological, chemical, and conventional (NBCC) protective clothing and equipment. Conducts NBCC warning and reporting activities. Related DoD Occupational Subgroup: 494.

4.2. Duties and Responsibilities for Apprentice, Journeyman, and Craftsman.

4.2.1. Prepares wartime and contingency response plans.

- Conducts research and assists in development of disaster preparedness plans, including measures to minimize casualties and damage from natural disasters, major accidents, wartime operations, and military operations other than war.
- Coordinates actions to ensure prompt response during disaster operations, including immediate mobilization of all resources and participation of all agencies and organizations.
- Coordinates actions to allow continuation or restoration of vital functions and operations.
- Prepares disaster preparedness annexes, appendices, supplements, and other supporting documents in support of operational plans.
- Prepares checklists and operating instructions for readiness activities.

4.2.2. Develops and maintains plans for contingency, mobility, and recovery.

- Extracts tasking from the time-phased force deployment list.
- Establishes, coordinates, conducts, and monitors Prime BEEF program operation.
- Assigns Prime BEEF personnel.
- Analyzes training and deficiencies for wartime tasks.
- Identifies, budgets, requisitions, and accounts for equipment and supplies used by readiness and contingency teams.

- Inputs, maintains, reviews data, and prepares Status of Resources and Training System (SORTS) reports.

- Establishes, coordinates, and maintains the annual Prime BEEF training plan.

- Identifies and prepares personnel for individual CE AFS contingency deployments.

4.2.3. Manages, schedules, and conducts training on readiness activities and survival measures for disasters and contingencies.

- Provides briefings and develops installation disaster preparedness training and educational materials.

4.2.4. Assists in emergency planning and response to comply with Executive Order 12856 and the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986.

4.2.5. Monitors CE readiness and installation disaster preparedness program activities.

- Inspects equipment.

- Ensures disaster preparedness teams are established and manned.

- Acts as exercise evaluation team member for CE Readiness Flight and ensures exercises are conducted according to directives.

- Ensures authorized and required NBC protective equipment and clothing, detection devices, and monitoring instruments are available, calibrated, and in operating condition.

- Monitors actions to preserve life, minimize damage, and restore operations following natural disasters, accidents, and wartime attacks.

- Coordinates disaster preparedness activities and plans with all base units and nearby military and civilian organizations.

- Briefs military and civilian personnel in conjunction with community relations programs.

- Monitors air base operability activities.

- Requisitions supplies and equipment for the CE Readiness Flight and disaster preparedness support team (DPST).

- Maintains custodial files for accounts, such as supply and equipment, intrabase radio, and test, measurement, and diagnostic equipment (TMDE).

4.2.6. Manages unit and staff agency program.

- Conducts unit and staff agency assistance as needed to ensure disaster preparedness planning and training have been accomplished, and disaster preparedness directives are being followed.

- Conducts disaster preparedness analysis.

4.2.7. Monitors contamination control.

- Measures contamination.

- Assists bioenvironmental engineers in interpretation of hazards to personnel.

- Establishes requirements for contamination control.

- Coordinates and implements exposure control procedures.

- Plots contamination levels and coordinates with medical personnel to identify contaminated areas and establish safety procedures.

- Documents findings and reports to proper authority.

- Ensures requirements and procedures are established for contamination control activities.

4.2.8. Performs CE readiness and installation disaster preparedness functions.

- Serves in mobile or unit command post, survival recovery center, or NBC control center.

- Monitors force survivability and advises the Readiness Flight officer or NCO of deployment and employment capabilities.

- Establishes an integrated conventional and NBC detection network..

- Helps prepare for conventional and NBC defense, including activating NBC teams for shelter, decontamination. monitoring, plotting, and reporting.

- Coordinates protective shelter stocking.

- Supervises teams engaged in monitoring and contamination control operations.

- Reviews findings of personnel operating detection equipment, and compiles data to indicate danger areas.

- Ensures specialized teams comply with contamination control and safety procedures.
- Manages activities in the Nuclear, Biological, Chemical Control Center (NBCCC).
- Operates mobile command post and disaster preparedness communications net.
- Helps analyze reports and plotting areas of contamination.
- Advises commanders on mission impact and recovery activities following an attack.
- Determines contamination levels and amount over a given area and, in conjunction with medical personnel, recommends time limits that personnel may remain in the area.
- Ensures emergency processing procedures are established for personnel decontamination at the contamination control line.
- Ensures clothing can be exchanged and subsequent decontamination or disposal of clothing and other material is accomplished.
- Advises CE Readiness Flight officer on overall situation during disasters or contingency operations.
- Maintains directives.
- Maintains operations event log.
- Prepares reports.
- Utilizes data automation processing equipment and software including word processing, graphics, mapping, and database management programs.

4.2.9. Ensures safety procedures are followed.

- Ensures exposure and contamination control procedures are established, coordinated, and distributed.
- Ensures safety precautions are taken by assigned personnel.

4.3. Duties and Responsibilities for Superintendents. Advises on problems associated with the career field.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level plays an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training does their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at appropriate points in their careers.

5.1. Apprentice. (3-Level)

- Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills.
- Utilize the Career Development Course (CDC), Qualification Training Packages (QTPs) and other exportable courses to progress in the career field.
- Once task certified, a trainee may perform the task unsupervised.

5.2. Journeyman. (5-Level)

- Enter into continuation training to broaden experience base.
- 5-Levels may be assigned job positions such as team leader and shift supervisor.
- Will attend the Airman Leadership School (ALS) after serving 48 months in the Air Force (active duty only). In-residence or correspondence course required for Air Reserve Component (ARC) personnel.
- Will use CDCs to prepare for Weighted Airman Performance Systems (WAPS) testing.
- Should continue pursuing a Community College of the Air Force (CCAF) degree.

5.3. Craftsman. (7-Level)

- A craftsman can expect to fill various supervisory and management positions such as shift leader, mobility team chief, production supervisor, or task certifier.
- Seven-levels should take courses or obtain added knowledge on management of resources and personnel, and attend the 7-level resident course.
- Continue academic education through CCAF and higher degree programs is encouraged.
- Will attend the Noncommissioned Officer Academy (NCOA) after promotion to TSgt (active duty only). In-residence or correspondence course required for ARC personnel.

5.4. Superintendent. (9-Level)

- A 9-level can be expected to fill positions such as flight chief and various staff positions.
- Should pursue increased knowledge of budget, manpower, resources, and personnel management.
- Recommend the pursuit of additional higher education and completion of courses outside of their career AFS.

5.5. Civil Engineer Readiness Manager.

- Must be selected for CMSgt and possess qualifications in the 3E9X1specialty.
- Will work in a variety of similar jobs and functional areas where general managerial and supervisory abilities can be most effectively used and challenged.
- Resident graduation of the USAF Senior NCO Academy (SNCOA) is a prerequisite for CMSgt sew-on (active duty only). In-residence or correspondence course required for ARC personnel.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Readiness career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following decisions were made at the career field Utilization & Training Workshop (U&TW) held at Ft McClellan AL in October 1996.

6.1. Initial Skills Training. The initial skills course was reviewed for content. Additions, deletions, and modifications were made to the course using Mission Ready Technician (MRT) as the guiding criteria. Wartime training tasks were identified. Additional contingency training was also identified.

6.2. Five Level Upgrade Training Requirements. Existing CDCs were reviewed and scrubbed to ensure only current material remained and new technology information was added.

6.3. Seven Level Upgrade Training Requirements. 7-level training requirements were reviewed.

6.4. Proficiency Training.

- Any additional knowledge and skill requirements which were not taught through initial skills or upgrade training are assigned as continuation training.
- Purpose of continuation training is to provide training exceeding minimum upgrade training requirements with emphasis on present and future duty positions.

- MAJCOMs must develop a continuation training program that ensures individuals in the career field receive the necessary training at the appropriate point in their careers.

- The training program will identify both mandatory and optional training requirements.

6.4.1. Supplemental Training. SMEs and the Education and Training Review Committee (ETRC) reviewed supplemental training courses for technical accuracy and identified training that was no longer required. They revalidated the remaining courses as necessary to fully support the career progression in the AFS.

6.4.2. CerTest. Originally, the CerTest program was developed to support transition training. Now, it should be used as supplemental training to support OJT and QT.

7. Community College of the Air Force (CCAF) Academic Programs. Airmen are automatically enrolled in CCAF upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

- **Occupational Instructor Certification.** Upon completion of instructor qualification training (consisting of the Instructor Methods course and supervised practice teaching), CCAF instructors possessing an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

- **Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency-based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.1. The Disaster Preparedness Associates Degree (9IMY) applies to AFSC 3E9X1.

7.2. Degree Requirements: The 5-skill level must be held at the time of program completion.

Course	**Semester Hours**
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective Technical Education; Leadership, Management, and Military Studies; or General Education	15

Total.....….....…….....…….. **64**

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from technical Core/technical elective subjects/courses. Requests to substitute must be approved in advance by the Community College of the Air Force (CCAF), Services Branch, Maxwell AFB AL.

Technical Core Requirements	**Semester Hours**
CCAF Internship……..	16
Disaster Control……..	6
Disaster Preparedness Application…….	6
Disaster Recovery Operations…….	6
Emergency Management…….	6
Emergency Response Planning……	6
Hazard Mitigation……	6
Hazardous Materials……	6
Instructional Methodology……..	6
Physical Security Engineering/Management……..	3
Radiological Monitoring/Response…….	6
Risk Assessment……..	6

Technical Electives	**Semester Hours**
Acquisition Management……	3
AF Enlisted PME……	12
Civil Defense……..	3
Climatology/Meteorology……..	3
Computer Science……..	6
Emergency Communications Systems……	3
Emergency Medicine……..	6
Exercise Design……..	3
General Biology……..	4
General Chemistry……..	4
Introduction to Public Administration……	3
Inventory Management……..	3
Safety Management……	3
Search-and-Rescue Techniques…….	3
Technical Writing……..	3
Tests and Measurements……	3

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable general education subjects/courses as provided in the CCAF General Catalog.

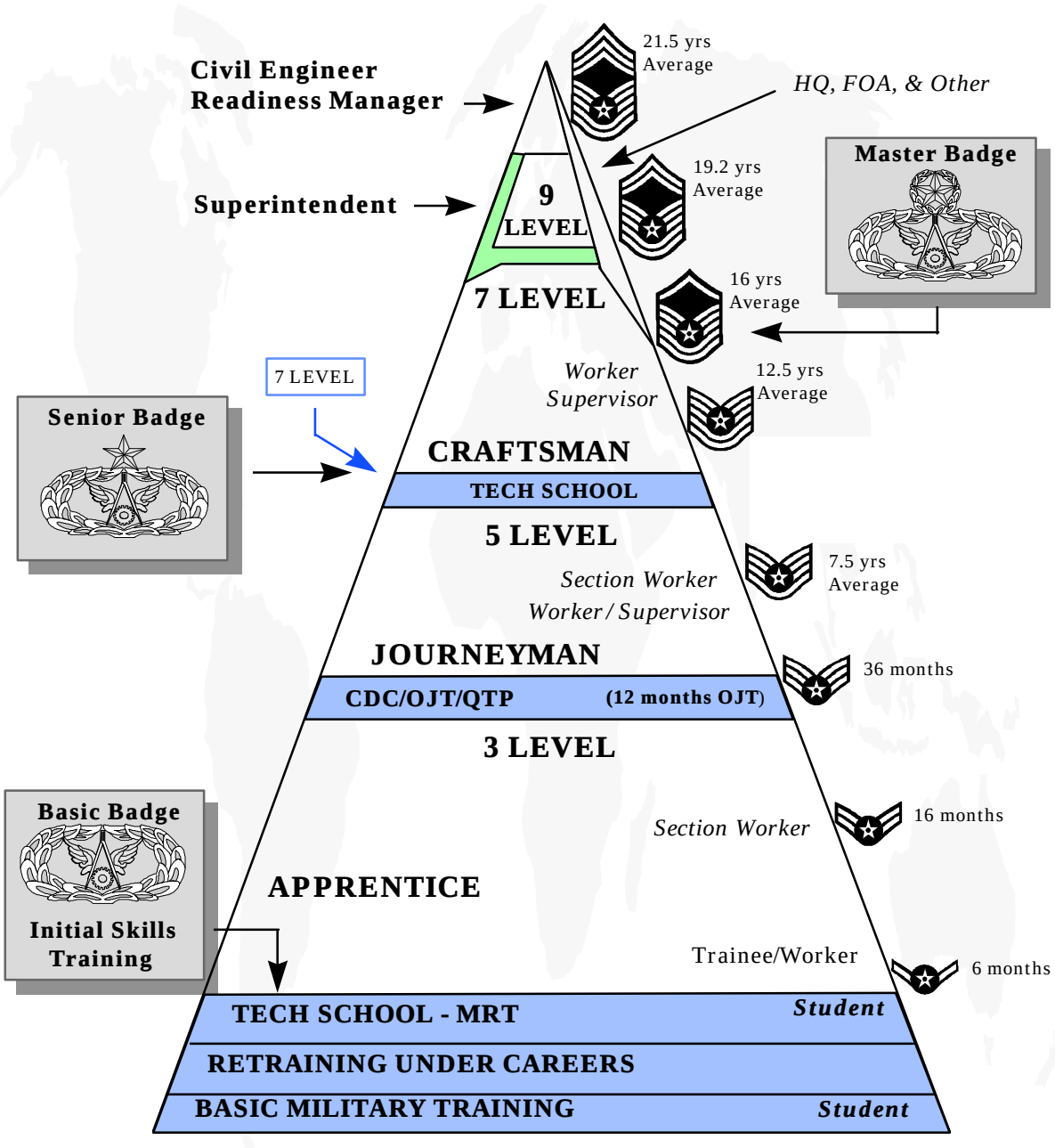
General Education	**Semester Hours**
Oral Communication	3
Speech	
Written Communication	3
English Composition	
Mathematics	3
An intermediate algebra or a college-level mathematics course is required. If an approved mathematics course is used as a Technical or Program Elective, a natural science course that meets general education requirements (GER) criteria may be applied towards the General Education Requirement.	
Social Science	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	
Humanities	3
Fine Arts (History, Criticism, and Appreciation)	
Foreign Language, Literature, Philosophy, Religion	

7.2.5. Program Elective (15 Semester Hours): Satisfied with applicable technical education; leadership, management, and military studies; or general education subjects/courses, including natural science courses meeting GER application criteria and foreign language credit earned at the Defense Language Institute or through the Defense Language Proficiency Test. Six semester hours of CCAF-degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command (AETC) Instructor should actively pursue an Associates Degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path. The following chart depicts this specialty's career path.

Readiness Enlisted Career Pyramid



8.1. The Readiness Manpower table represents the 1997 demographics for the specialty by grade.

Table 8.1 - Manpower Table									
	CMSgt	**SMSgt**	**MSgt**	**TSgt**	**SSgt**	**SrA**	**A1C**	**Amn**	**AB**
Base Level	1	16	95	141	189	179	0	0	0
MAJCOM Staff	6	12	6	1	0	0	0	0	0
HQ USAF Staff	0	0	0	0	0	0	0	0	0
FOA/DRU	1	1	2	2	0	0	0	0	0
Total	8	29	103	144	189	179	0	0	0

Note: CMSgt allocations represent numbers applicable to Civil Engineer AFSCs 3E9X1.

8.2. CE Occupational Badge. The Civil Engineer badge reflects a great history and tradition. By wearing it, you will be recognized by your fellow airmen as having achieved an expected level of competence. The multitude of engineers before you established this expectation through excellent service in both peace and war. Eligibility criteria for award and wear of AF occupational badges can be found in AFI 36-2923 (Aeronautical, Duty, and Occupational Badges), on the AFEPL, Air Force Electronic Publications Library.

8.2.1. CE Badge Heraldry. The gear wheel and compass have historically been used to represent the engineering profession, in both the military and civilian sector. The gear represents the essence of engineering: applying scientific principles and technology to practical ends. To Air Force engineers, the gear symbolizes an element (representing the built environment) that meshes with other environments (weapon systems and trained personnel) to enable the Air Force to perform its mission. The compass is a precision tool historically used by engineers in designing and constructing facilities and equipment. The gear and compass together symbolize all the diverse specialties within Air Force civil engineer. Finally, the wings help to portray the fundamental linkage between the engineering and aviation components; and that the built environment is the foundation supporting Air Force mission and people.

8.2.2. Basic Badge. The basic badge is awarded upon successful completion of the apprentice course.

8.2.3. Senior Badge. The senior badge adds a star to the top of the badge. This is awarded after the member successfully completes the 7-level awarding course.

8.2.4. Master Badge. The master badge adds a wreath around the star. It's awarded to master sergeant or above with 5 years in the specialty from award of the 7-skill level.

8.3. Enlisted Career Path.

Table 8.2 Enlisted Career Path				
Education and Training Requirements	**GRADE REQUIREMENTS**			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Complete 3 months duty position/apprentice experience **before** beginning journeyman training. - Minimum 12 months on-the-job training. - Complete appropriate CDC if/when available. - Sew-on SrA for award of the 5-skill level.	SrA	3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	**Trainer** - Trainer must be qualified and certified on tasks to be trained. - Must attend formal AF Training Course and be appointed by Commander.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 18 months OJT. - Complete appropriate CDC if/when available. - Advanced Technical School.	SSgt	7.5 years	3 years	20 Years
Retrainee: - Minimum of 3 months apprenticeship - Minimum 6 months for 5-level - Minimum 12 months for 7-level UGT	**Certifier** - SSgt with 5-skill level or civilian equivalent. - Attend formal AF Certifier Course and appointed by Commander. - Be a person other than the trainer (for core and critical tasks only).			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt MSgt	12.5 years 16 years	5 years 8 years	20 Years 24 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Must be a resident graduate of SNCOA (Active Duty Only).	CMSgt	21.5 years	14 years	30 Years

SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

9. Purpose. The various skill levels in the career field are defined in terms of tasks and knowledge requirements for the Readiness career ladder. They are stated in broad, general terms and establish the standards of performance. An all encompassing core task list has been developed for this specialty because of the diversity of the missions supported and the equipment installed to meet mission requirements. Core tasks, knowledge items, and skill requirements for this specialty are identified in the STS. Completion of the mandatory 3-level skill awarding course, the mandatory use and completion of CDCs, the mandatory 7-level course, and the mandatory use and completion of applicable AFJQS/AFQTPs comprise the Air Force core tasks for this specialty.

10. Skill Level Training Requirements.

10.1. Apprentice (3-Level) Training Requirements. (3E931)

10.1.1. Specialty Qualifications.

10.1.1.1. Knowledge. Must have a working knowledge in training, and logistics regarding the AF NBC defense program, air base operability, major accident response, natural disasters, and other contingencies. This includes, but is not limited to NBC warning and reporting, force beddown, phases of response, deployment operations, and organizations for response.
Knowledge of the following is also mandatory:

- Characteristics and effects of conventional and NBC weapons.
- Detection of NBC contamination.
- Passive defense measures.
- Principles of contamination control.
- Technical information, polices, procedures, and the latest disaster preparedness techniques and equipment.
- CE readiness and contingency/deployment training, operations, and equipment supply procedures, directives, and policies.

10.1.1.2. Education. For entry into this specialty, completion of high school with courses in algebra, chemistry, data processing, and speech is desirable.

10.1.1.3. Training. Completion of the Readiness Apprentice course J3ALP3E931 000, Readiness Apprentice Course Ft McClellan AL is mandatory.

10.1.1.4. Experience.

- Prior qualification in any 5-skill level AFSC (3-skill level if no 5-skill level exists).

- Previous experience in NBC operations is desirable.

10.1.1.5. Other. Attachment 41, AFMAN 36-2108 (Utilization and Classification of Air Force Military Personnel), establishes minimum requirements for aptitude, physical profile series factors (PULHES code 222221), and other AFS requirements or restrictions. Also, the following are required for entry into this specialty.

- Normal color vision as defined in AFMAN 48-123, Medical Examination and Standards.

- For entry, award, and retention of this AFSC, no record of claustrophobia or claustrophobic tendencies.

- Qualification to operate government vehicles according to AFMAN 24-309, Vehicle Operations.

- For entry, award, and retention of this AFSC, ability to speak distinctly.

- For award and retention of AFSC 3E931, possession of a Secret security clearance according to AFI 31-501 (formerly AFR 205-32).

10.1.2. Training Sources/Resources.

- Formal training is accomplished through course J3ALP3E931 000, Readiness Apprentice Course, Ft McClellan AL

- The COL (Part II, Section B of this CFETP) identifies all the knowledge and tasks, with their respective standards.

- When available, QTPs are mandatory for use during UGT/QT on all core tasks, critical tasks, and contingency/war (♦) tasks.

10.1.3. Implementation. The 3-skill level is awarded upon graduating the Readiness Apprentice Course, J3ALP3E931 000, at Ft McClellan AL

10.2. Journeyman (5-Level) Training Requirements. (3E951)

10.2.1. Specialty Qualification. Entry into 5-level upgrade training is initiated after the individual has completed the 3-level school and performed as an apprentice for a minimum of 3 months or a maximum of 6 months. All 3E931 qualifications apply to 3E951 requirements.

10.2.1.1 Knowledge. Must have a working knowledge in training, planning, operations, and logistics regarding the AF NBC defense program, air base operability, major accident response, natural disasters, and other contingencies. This includes, but is not limited to NBC warning and reporting, threat assessment, hazard risk analysis, force beddown, phases of response, deployment operations, and organizations for response. Knowledge of the following is also mandatory:

- Characteristics and effects of conventional and NBC weapons.
- Detection of NBC contamination.
- Passive defense measures.
- Principles of contamination control.
- Technical information, polices, procedures, and the latest disaster preparedness techniques and equipment.
- CE readiness and contingency/deployment planning, training, operations, and equipment supply procedures, directives, and policies.

10.2.1.2. Education. All 3E931 education apply to 3E951 rerquirements.

10.2.1.3. Training.

- Completion of CDCs 3E951, Readiness Journeyman, is mandatory.
- Completion of CDC 3E050, General Contingency Responsibilities, is mandatory for all Civil Engineer personnel after completion of their specialty CDC.
- All core tasks identified with a single asterisk (*) in the core task column of the STS.
- QTPs for assigned core tasks, critical tasks, and contingency war (♦) tasks.
- Duty position requirements identified by the supervisor.
- HAZMAT First Responder Awareness training is mandatory.
- Should attend Nuclear Emergency Team Operations (NETOPs), J502D13ED-000, HAZMAT (First Responder Technician and Incident Commander) Levels III and V and NBC Cell Operations, 3AZP3E971-005.

10.2.1.4. Experience.

- Qualification in and possession of AFSC 3E931.
- Experience performing functions such as helping prepare disaster preparedness plans.

10.2.1.5. Other. Same as 3E931.

10.2.2. Training Sources/Resources.

- CDC 3E951, Readiness Journeyman.
- CDC 3E050, General Contingency Responsibilities.
- The STS (Part II, Section A of the CFETP) identifies all core tasks required for qualification in the individual's duty position.
- Qualified trainers provide upgrade and qualification training for duty positions, managed programs, and/or equipment to be used.

10.2.3. Implementation.

- Entry into formal Journeyman upgrade training is accomplished 6 months after individuals are assigned to their first duty station (a minimum of 3 months with supervisor approval). During this initial 3-6 months, apprentices build task experience while reinforcing training learned at the technical school.
- CDCs for this specialty may be ordered (with supervisor's concurrence) one month prior to completion of the 3-6 month period.
- Qualification training is initiated any time individuals are assigned duties they are not qualified to perform.
- QTPs are used concurrently to obtain necessary duty position qualifications.

10.3. Craftsman (7-Level) Training Requirements. (3E971)

10.3.1. Specialty Qualification. All 3E951 qualifications apply to 3E971 requirements.

10.3.1.1. Knowledge. Must have a working knowledge in training, planning, operations, and logistics regarding the AF NBC defense program, air base operability, major accident response, natural disasters, and other contingencies. This includes, but is not limited to NBC warning and

reporting, threat assessment, hazard risk analysis, force beddown, phases of response, deployment operations, and organizations for response. Knowledge of the following is also mandatory:

- Characteristics and effects of conventional and NBC weapons.
- Detection of NBC contamination.
- Passive defense measures.
- Principles of contamination control.
- Technical information, polices, procedures, and the latest disaster preparedness techniques and equipment.
- CE readiness and contingency/deployment planning, training, operations, and equipment supply procedures, directives, and policies.

10.3.1.2. Education.

- To assume the grade of SSgt, individuals must successfully complete Airman Leadership School (active duty only).
- To assume the grade of MSgt, individuals must successfully complete the NCO Academy (active duty only).
- For ANG/AFRES, completion of ECI courses 00001 (ALS) and 00006 D&E (NCO Academy) satisfy the requirements.

10.3.1.3. Training.

- Completion of in-residence CE 7-Level Readiness Craftsman J3ACP3E971 000 is mandatory.
- Certification training at the Silver Flag Exercise Sites is not required for upgrade training, but may be required based on wartime commitments.
- All 3E9X1 personnel should attend refresher training course, J3AZP3E971 003 every 3 to 5 years.
- Recommend training through applicable Federal Emergency Management Agency (FEMA) independent study courses; AFIT Civil Engineer and Services School; Readiness Management course (MGT 410); NBC Cell Operations, J3AZP3E971 005; and Air Base Operability courses.
- All core tasks identified with a double asterisk (**) in the core column of the STS.

- QTPs for assigned core tasks, critical tasks, and contingency war (♦) tasks.

- Duty position requirements identified by the supervisor.

10.3.1.4. Experience.

- Qualification in and possession of AFSC 3E951.

- Experience performing or supervising functions such as preparing plans and conducting readiness activities.

10.3.1.5. Other. Same as 3E931.

10.3.2. Training Sources/Resources.

- Course J3ACP3E971 000, In-residence CE 7-Level Readiness Craftsman.

- NCO Academy Course 00006 D&E (paper base correspondence).

- The STS (Part II, Section A of this CFETP) identifies all core tasks required for qualification in the individual's duty position.

- Qualified trainers provide upgrade and qualification training for duty positions, managed programs, and/or equipment to be used.

10.3.3. Implementation.

- Entry into 7-level training is initiated when an individual is selected for SSgt and is fully qualified in AFSC 3E951.

- Qualification training is initiated any time an individual is assigned duties that they are not qualified to perform.

- QTPs are used concurrently to obtain necessary duty position qualifications.

10.4. Superintendent (9-Level) Training Requirements. (3E991)

10.4.1. Specialty Qualification.

10.4.1.1. Knowledge. Must have a working knowledge in training, planning, operations, and logistics regarding the AF NBC defense program, air base operability, major accident response, natural disasters, and other contingencies. This includes, but is not limited to NBC warning and reporting, threat assessment, hazard risk analysis, force beddown, phases of response, deployment operations, and organizations for response. Knowledge of the following is also mandatory:

10.4.1.2. Education.

- Completion of in-residence Senior NCO Academy is mandatory (active duty only).
- For ANG/AFRES, completion of ECI course 00008 D&E (paper base correspondence) **or** course 00005 (computer based CD ROM) satisfy the Senior NCO Academy requirement.

10.4.1.3. Training. Completion of duty position training requirements.

10.4.1.4. Experience.

- Qualification in and possession of AFSC 3E971 is mandatory.
- Also, experience directing functions such as readiness programs, or evaluating, planning, and organizing readiness activities.

10.4.1.5. Other. Same as 3E931.

10.4.2. Training Sources/Resources.

- In-residence SNCO Academy located at Maxwell AFB - Gunter Annex AL.
- SNCO Academy Course 00008 D&E (paper base correspondence).
- SNCO Academy Course 00005 (exportable computer based CD ROM).

10.4.3. Implementation.

- Entry into 9-level training is initiated when an individual is selected for SMSgt and is fully qualified in AFS 3E971.
- QT is initiated any time an individual is assigned duties they are not qualified to perform.

10.5. Civil Engineer Readiness Manager.

10.5.1. Specialty Qualification.

10.5.1.1. Knowledge. Must have an in depth knowledge in all aspects of training, planning, operations, and logistics regarding the AF NBC defense program, air base operability, major accident response, natural disasters, and other contingencies. This includes, but is not limited to NBC warning and reporting, threat assessment, hazard risk analysis, force beddown, phases of response, deployment operations, and organizations for response. Knowledge of the following is also mandatory:

- Characteristics and effects of conventional and NBC weapons.
- Detection of NBC contamination.
- Passive defense measures.
- Principles of contamination control.
- Technical information, polices, procedures, and the latest disaster preparedness techniques and equipment.
- CE readiness and contingency/deployment planning, training, operations, and equipment supply procedures, directives, and policies.

10.5.1.2. Education. Same as 3E991.

10.5.1.3. Training. Same as 3E991.

10.5.1.4. Experience.

- Qualification in and possession of AFSC 3E991.
- Experience directing functions such as readiness programs, or evaluating, planning, and organizing readiness activities.
- Managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity.

10.5.1.5. Other. Same as 3E931.

10.5.1.2. Training Sources/Resources.

10.5.3. Implementation. Entry into Civil Engineer Readiness Manager code 3E900 is initiated when an individual is selected for CMSgt and possess qualifications in the 3E991 Specialty.

SECTION D - RESOURCE CONSTRAINTS

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. HQ AFCESA/CEOT and HQ AETC training experts will review and update resource constraints annually.

12. Apprentice (3-Level) Training. J3ALP3E931 003, Readiness Apprentice.

12.1. Constraint. Course implementation with slashes (column 4A1). Course cannot be implemented until completion and approval of Plan of Instruction (POI). **Note: Final removal of those constraints (identified with slashes in column 4A1) cannot occur until full implementation of the Mission Ready Technician (MRT) program.**

12.1.1. Impact. Required training will not be ready for implementation upon publication of this CFETP.

12.1.2. Resources Required. None, other than time for course development . Manpower resources are available to complete required course revisions by the specified target completion date. **Note: Full implementation of training requirements (removal of slashes in column 4A1) cannot be accomplished until MRT program initiatives have been fully funded (equipment, manpower, etc.).**

12.1.3. Action Required. Complete revision of the 3-level course to meet all training requirements and proficiency codes identified in this CFETP.

12.2. OPR/Target Completion Date. 366 TRS/TSIM will implement revised training with class beginning 18 Sep 97.

13. Journeyman (5-Level) Training. QTP development for all core tasks.

13.1. Constraints. Time for development of QTPs to meet added and changed requirements in this CFETP.

13.1.1. Impact. Required QTPs will not be ready for UGT or QT upon publication of this CFETP.

13.1.2. Resources Required. Manpower (SMEs) from MAJCOMs to complete the development of paper-based QTPs.

13.1.3. Action Required. Complete all QTPs to meet all the training requirements identified in this CFETP.

13.2. OPR/Target Completion Date. HQ AFCESA/CEOT will hold workshops to develop required QTPs. ECD: Oct 97

14. Craftsman (7-Level) Training. QTPs.

14.1. Constraints. Required lead time for development of QTPs to meet added and changed requirements in this CFETP.

14.1.1. Impact. Required QTPs will not be ready for UGT or QT upon publication of this CFETP.

14.1.2. Resources Required. Manpower (SMEs) from MAJCOMs to complete the development of paper-based QTPs.

14.1.3. Action Required. Complete all QTPs to meet all the training requirements identified in this CFETP.

14.2. OPR/Target Completion Date. HQ AFCESA/CEOT will hold workshops to develop required QTPs. ECD: Oct 97

15. Superintendent (9-Level) Training. No Constraints.

SECTION E - TRANSITIONAL TRAINING GUIDE

15. Purpose. This transition guide will lay the direction/control to prepare our personnel for the 21st century. Also, tomorrow's challenges will be measured by how well we plan today, and our strength and direction are assured only through proper training. Only your genuine commitment to meeting this challenge head-on will ensure the Air Force and our specialty benefit fully.

16. Conditions. Effective 1 November 1995, all Prime BEEF and Disaster Preparedness functions were placed under the responsibility of the CE **Readiness** Flight and duties and responsibilities will be carried out by the 3E9X1 career field. There was a period whereby personnel working Prime BEEF (3E6X1) duties we authorized to transition into the 3E9X1 Air Force specialty.

16.1. Duration. The transition period is:

- 1 Nov 95 - 1 Nov 97 for personnel entering the 3E9X1 career field. Individuals must complete formal in-resident training and the 5-level CDCs during this time-frame.

16.2. Target Group. Disaster Preparedness (3E9X1) and Force Management (3E6X1)

17. Transition Training Plan (TTP) Administrations. HQ AFCESA/CEOT developed and is currently monitoring the transition training plan.

17.1. Requirements. MAJCOMs will identify the personnel required for transition to meet mission needs. The STS (Part II, Section A of this CFETP) identifies certification/training requirements.

17.2. Training Methods.

- Transition will include formal in-resident training at the 366 TRS, Ft McClellan AL for personnel entering the 3E9X1 career field.

- Concurrently, existing 3E9X1 personnel will require training on Prime BEEF duties and responsibilities as outlined in the STS, (Part II, Section A of this CFETP).

- Training on Prime BEEF duties will be exportable through May 97, unless the individual has successfully graduated course J3AZR3E671 003, Prime Base Engineer Emergency Force NCO Course.

17.3. Certification Requirements. Certification will be monitored through formal testing and on-the-job training. Supervisors will use the AF Form 623, OJT Record, to monitor certification.

17.4. Program Management. To retain a Readiness AFSC, all TTP requirements are mandatory. HQ AFCESA/CEOT will manage the transition program to ensure mission needs are met and all required training is being accomplished.

18. Status Reporting. Base functional managers will report the transition training plan status to their MFM quarterly, by the fifth duty day of February, May, August, and November, for the entire transition training period. MFMs report TTP status to the AFCFM (HQ AFCESA/CEOT) semi-annually, by the 15th of May and November, for the entire transition training period.

PART II

SECTION A - SPECIALTY TRAINING STANDARD

1. Implementation. This STS will be used for technical training provided by AETC for the 3-level Readiness Apprentice course with class beginning 18 Sep 1997 and graduating 4 Dec 1997 and the 7-level Readiness Craftsman course with the class beginning 27 Oct 1997 and graduating 7 Nov 1997.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in Column 1 (*Tasks, Knowledge, and Technical Reference*) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level.

2.2. Column 2 (*Core/Wartime* Tasks) identifies core tasks (specialty-wide training requirements) by an asterisk (*) for 5- and 7- skill levels or a double asterisk (**) for 7-skill level only. ***As a minimum, trainees must complete all core and critical tasks for skill level upgrade***.

2.2.1. Wartime tasks are identified by a "/" followed by a proficiency code ("/b"). In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment.

2.2.2. Tasks identified by a diamond (♦) in column 2 are considered contingency/war tasks for both the 5- and 7-skill level and are extremely important to the career field. Equipment shortfalls at most locations however, have created problems with the actual hands-on certification of these tasks. In instances where required equipment is not available for instruction, completion of the task's QTP is all that is required for upgrade and qualification training.

2.3. Provides **certification for OJT**. Columns 3A, B, C, D, and E are used to record completion of tasks and knowledge training requirements. If available, use automated training management systems to document technician qualifications. **Task certification of core and critical tasks** require a training completion date and initials of the trainee, trainer, and certifier. All non-core tasks require training completion date and initials of the trainee and trainer only.

2.4. Shows **formal training and correspondence course** requirements. Columns 4A, B, and C show the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the initial skills training course, correspondence course, and read-ahead material. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.5. Identifies tasks with **Air Force Qualification Training Packages (AFQTPs).** A triangle (∆) in column 4B2 indicates a QTP is under development for the particular task and a solid triangle (▲) indicates a QTP is currently available for the task. QTPs can be presented on CD-ROM, floppy-disk, paper-based, or video. When available, completion is mandatory for 5- and/or 7-level upgrade and qualification training.

2.6. Identifies **qualitative requirements.** Attachment 1 contains the *Proficiency Code Key* used to indicate the level of training and knowledge provided by resident training and career development courses.

2.7. Becomes a **job qualification standard (JQS)** for on-the-job training when placed in AF Form 623, Individual Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.7.1. Documentation. Document and certify completion of training.

2.7.1.1. Identify **current duty position requirements** by circling the subparagraph number or letter next to the task statement. Document task completion by annotating columns 3A, 3B, 3C, and 3D. *Note:* All entries shall be made in pencil.

2.7.1.2. Transcribing from old document to CFETP. Use the new STS to identify and certify all current and past task qualifications.

2.7.1.2.1. For **tasks previously certified and still required in the current duty position:**

2.7.1.2.1.1. For **core and critical tasks** the supervisor and certifier evaluates airman's current qualifications and validates airman's ability to complete the task. The supervisor and certifier then enter their initials and new certified date. (They are in essence "recertifying" the individual.)

2.7.1.2.1.2. For **non-core tasks**, the supervisor evaluates airman's current qualifications and validates airman's ability to complete the task. The supervisor then enters their initials in column 3D and a new training completion date in column 3B.

2.7.1.2.2. To **transcribe previous certifications for tasks not required in the current duty position**, carry forward only the previous completion dates (not the initials of another person). If and when these tasks become a duty position requirement, recertify with current date and supervisor's and trainee's initials.

2.7.1.3. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover all mandatory items specified in AFMAN 36-2108, Utilization and Classification of Air Force Military Personnel. For two-time CDC exam failures, supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career knowledge must be documented prior to submitting a CDC waiver.

2.7.1.4. Decertification and Recertification. When an airman is found to be unqualified on a task, the supervisor shall erase previous certification and enter airman into qualification training. Appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified using the normal certification process.

2.7.2. Training Standard. Tasks are trained and certified to the "go" level. "Go" means the individual can perform the task without assistance and meets the local requirements for accuracy, timeliness, and correct use of procedures. This equates to a "3c" in the proficiency code key. AFQTPs, when available, shall be used to identify Air Force standardized procedures. Local requirements for accuracy, timeliness and use of procedures shall be applied accordingly.

2.8. Is a guide for **development of promotion tests** used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, United States Air Force Reenlistment, Retention, and NCO Status Programs. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

3. Recommendations. Comments and recommendations are invited concerning quality of training AETC graduates receive. Reference this STS regarding changes and address your correspondence to 366 TRS/CC, 727 Missile Road, Sheppard AFB TX 76311-2254 or E-mail to 366trs@366trs.spd.aetc.af.mil. Correspondence can also be mailed to 782 TRG/TTS, 826 G Avenue, Suite 4, Sheppard AFB TX 76311-2857 or E-mail 782csil@spd.aetc.af.mil. A 782d customer service information line (CSIL) has been installed for the supervisor's convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this STS. For a quick response to problems, call the CSIL at DSN 736-2574 any time (day or night).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

EUGENE A. LUPIA, Maj Gen, USAF
The Civil Engineer
DCS/Installations and Logistics

3 Attachments
1. Qualitative Requirements
2. 5- and 7-level career field training requirements
3. 5-level general contingency training requirements

This block is for identification purposes only.		
Name of Trainee		
Printed Name(Last, First, Middle)	**Initials (Written)**	**SSAN**
Printed Names and Written Initials of Training and Certifying Officials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

Qualitative Requirements

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly proficient)
Task Knowledge Levels *****	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced theory)
Subject Knowledge Levels ******	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: "b" and "1b")

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

/X This mark is used in course columns to show that training is required but not given due to resource constraints. / Lower code (3c/2b) indicates that a task is being trained to a level that is lower than required.

Specific tasks not identified with a symbol or proficiency code key (blank) indicates that no training is provided in the course or CDC. Major commands and/or units may establish scale values and combat training as dictated by mission requirements.

Attachment 1

Note 1: Trainers are responsible for annotating references to identify current sources pending STS revision.
Note 2: Underlined training references are commercial publications or other publications essential for enlisted speciality training and mission accomplishment.
Note 3: Task knowledge gained at Basic Military Training (BMT) will not be repeated at the resident training.
Note 4: Completion of the 7 level Read-ahead Material (RAM) for J3ACP3E971 000, Readiness Management Craftsman resident course, must be sucessfully completed (demonstrated by testing) by seven-level candidates prior to attending.
Note 5: QTPs may be provided through multiple delivery systems (paper-based, CD-ROM, or video). When delivered, completion is required for upgrade or qualification. When available, QTPs will be identified in the Air Force Index 8.

1. **Task Knowledge And Technical References**	2. Core/ Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
1. CE ORGANIZATION AND CAREER FIELD STRUCTURE TR: AFDD 2-4.2; AFIs 10-209, 10-210, 10-211, 32-1022, 32-1031, 36-2101, 51-903; AFMAN 10-401, 36-2108; War & Mobilization Plan (WMP)-1, Annex S												
1.1. Base Civil Engineer (BCE) structure	/B						B					
1.2. Progression in Career Ladder							B					C
1.3. Duties and Responsibilities												
1.3.1. Peacetime	/A						A					
1.3.2. Wartime							B					C
1.3.2.1. Military Operations Other Than War (MOOTW)	/B						B					C
1.4. Functions of												
1.4.1. BCE	/A						A					
1.4.2. Readiness Flight (AFS 3E9X1 and 32E3B/D)	/B						B					C
1.4.3. Prime BEEF	/B						B					
1.4.4. RED HORSE							A					
1.4.5. HQ AFRES/ANG							B					
1.5. Resources												
1.5.1. Assess Manpower requirements							B					C
1.5.2. Identify budget requirements							A					C
1.5.3. Determine equipment requirements							1a					
1.5.4. Use Allowance Standards (AS)							2b					
1.5.5. Research, Development, and Acquisition (RD&A) TR: DoDD 5000.1												
1.5.5.1. Process												B

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
1.5.5.2. Readiness responsibilities												B
1.5.5.3. Major command responsibilities												B
1.5.6. Assess vehicle requirements							1a					
1.5.7. Request contract services									B			2b
2. SPECIFIC OPERATIONS SECURITY (OPSEC) VULNERABILITIES TR: AFI 10-1101	/B						B		-			
3. COMMUNICATIONS AND COMPUTER SECURITY TR: AFIs 31-401, 33-202												
3.1. Classified information												
3.2. Prevent security violations	/B						B					
3.3. Use security classifications guide												
3.4. Observe security precautions involved in communications	*/2b						2b			Δ		
3.5. Use Essential Elements of Friendly Information	/1a						1a					B
4. SUPERVISION TR: AFMAN 36-2108; AFIs 36-2201, 36-2403; AFPAM 36-3627; AFP 35-49; DoDD 5500.7												
4.1. Orient new personnel												
4.2. Assign personnel to work crew												
4.3. Coordinate work assignments												
4.4. Schedule work assignments and priorities												
4.5. Establish:												
4.5.1. Work methods									-			
4.5.2. Controls									-			
4.5.3. Performance standards												
4.6. Evaluate work performance of subordinate personnel												
4.7. Resolve technical problems for subordinate personnel												
4.8. Direct projects												

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
4.9. Quality Air Force (QAF) principles							A					
5. TRAINING: TR: AFI 36-2101, 36-2201; AFMAN 36-2108; AFCAT 36-2223; AFCESA Transition Training Guide												
5.1. Evaluate personnel to determine need for training									B			3c
5.2. Enlisted specialty training (EST) supervision												
5.2.1. Prepare job qualification standards												C
5.2.2. Conduct training and certify task proficiency												C
5.2.3. Counsel trainees on their progress												3c
5.2.4. Monitor career training												
5.2.4.1. Career Knowledge							B					C
5.2.4.2. Job proficiency upgrade							B					C
5.2.4.3. Qualification							B					C
5.3. Maintain training records							A					C
5.4. Evaluate training programs effectiveness							A					
5.5. Recommend people for training												
5.6. Base level training system (CerTest)							A		B			
5.7. AETC training management system (training allocations)							A					B
5.8. Certification requirements							A		B			
5.9. Develop active duty and IMA training plan							b		B			
6. ENVIRONMENTAL AWARENESS AND COMPLIANCE AS IT RELATES TO READINESS FLIGHT OPERATIONS TR: AFIs 32-4002, 32-7045, 32-7061; 40 CFR1500-1517; Chemicals in Your Community (EPA 550-K-93-003); EO 12856												

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
6.1. Environmental Compliance Assessment Management Program (ECAMP)	/A						A		B			
6.2. National Environmental Policy Act (NEPA)	/A						A		C			
6.3. Environmental Impact Analysis Process (EIAP)	/A						A		B			
6.4. Emergency Planning and Community Right-to-Know Act (EPCRA)	/B						B		B			
7. CE MANAGEMENT TR: AFIs 32-1021, 32-1023, 32-1026, 32-1031, 32-7062, 32-9005, 91-201; AFMANs 10-1013, 23-110V6, 33-109; AFMs 85-58; WIMS Help Screens; DFAS-DER 170-5												
7.1. Customer relations									B			
7.2. Work indentification and authorization									B			
7.3. Plan work requirements									B			
7.4. Plan logistics support (CEMAS, BOM)							B		B			
7.5. Maintain recurring work program												
7.6. Scheduling/time accounting												
7.7. Warranty and guarantee program							A					
7.8. Property accountability									A			
7.9. Base comprehensive plan									A			
7.10. Reimbursements procedures									A			
7.11. Automated systems (computer) capabilities												
7.11.1. Perform inputs									A			
7.11.2. Maintain files									A			
7.11.3. Develop automated reports							A		B			
7.11.4. Extract automated reports												
7.11.5. Perform automated data analysis												
7.12. Review host tenant and interservice agreements												
7.13. Civil engineer civilian management												

1. Task Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
8. COMMUNICATIONS TR: AFI 33-106; AFJMAN 24-306												
8.1. Use radios	*/3c						3c/2b			Δ		
8.2. Use hand signals												
8.3. Identify airdrome signals												
9. AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM TR: AFOSH STD 127 series; AFI 32-2001; AFIND 17; Public Law 94-580; CFR 1910:1200												
9.1. Supervisory responsibilities												
9.2. Applicable AFOSH and OSHA training for AFS 3E9X1												
9.3. Handle hazardous materials waste	/3c						3c/A					
9.4. Cardiopulmonary resusitation (CPR)												
9.5. Conduct safety briefings												
9.6. USAF Mishap Prevention Program							A					
9.7. Mishap Reporting and Investigation							A					
9.8. Lead-based paint (LBP) hazard TR: 29 CFR 1926.62; Working With Lead-based Paint: Facts and Information Applicable to Air Force Facilities							B					
9.9. Initial Federal Hazard Communication Training Program (FHCTP) TR: DoD 6050.5-G-1; AFOSH 121-21; AFI 91-302							B					
10. PUBLICATIONS: TR: AFINDs 2,9,14; AFIs 37-138, 37-160V1												
10.1. Military							B		-			
10.2. Commercial							A		-			

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
10.3. Use technical publications TR: AFPD 21-3; TO's 00-5-1, 00-5-2	*/2b						2b			Δ		
10.4. Maintain technical publications												
10.5. Maintain documentation TR: AFI 37-138												
10.6. Maintain administrative files TR: AFI 37-102; AFMAN 37-126; AFRs 4-1												
11. ELEMENTS OF THE DISASTER PREPAREDNESS PROGRAM (READINESS FLIGHT OPERATIONS) TR: AFPD 32-40; AFIs 10-207, 10-210, 10-212, 32-4001, 32-4002, 32-4007												
11.1. Major Program Guidelines							B		B			
11.2. Organization and Responsibilities												
11.2.1. Air Staff							B				C	
11.2.2. Readiness Flight	/B						B				C	
11.2.3. HQ AFCESA/CEX							B				C	
11.2.4. MAJCOM/FOA							B				C	
11.2.5. Intermediate Command							B				C	
11.2.6. Related Support Agencies TR: AFI 38-101							B				C	
11.2.7. Installation Planning and Management Organization												
11.2.7.1. Readiness Council / Commander's Staff Meetings							B		B			
11.2.7.2. Readiness Flight							B		B			C
11.2.7.3. Exercise Evaluation Team (EET)							A		B			
11.2.7.4. Staff Agencies							A		B			
11.2.7.5. HAZMAT Emergency Response Planning Team TR: AFI 32-4002							A		B			
11.2.8. Installation Organization for Response												
11.2.8.1. Disaster Control Group (DCG)	/B						B		B			C
11.2.8.2. Command Post / Ops Center							A		B			C

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
11.2.8.2.1. Survival Recovery Center (SRC)	/B						B		B			C
11.2.8.2.2. Unit Control Centers	/B						B		B			C
11.2.8.2.3. NBC Control Center	/B						B		B			C
11.2.8.2.4. Specialized Teams												
11.2.8.2.4.1. Disaster Preparedness Support Team (DPST)	/B						B		B			C
11.2.8.2.4.2. Contamination Control-CONUS	/B						B		B			C
11.2.8.2.4.3. Contamination Control-High Threat Area (HTA)	/B						B		B			C
11.2.8.2.4.4. Shelter Management Team-CONUS	/B						B		B			C
11.2.8.2.4.5. Shelter Management Team-High Threat Area (HTA)	/B						B		B			C
12. PLANNING AND MANAGEMENT TR: AFIs 10-210, 10-212, 32-4001, 32-4002, 32-4007; War Mobilization Plan (WMP)												
12.1. Administration												
12.1.1. Prepare Status of Resources and Training System (SORTS) Reports TR: AFI 10-201	/1a						1a		B			3c
12.1.2. Identify program deficiencies							1a		B			3c
12.1.3. Recommend corrective actions							1a		B			3c
12.1.4. Prepare RAM permits							B		B			
12.2. Planning TR: AFIs 10-403, 37-160V1; AFMAN 10-401, 23-110V6, 37-126; AFH 37-137												
12.2.1. Planning principles	/B						B		B		C	
12.2.2. Perform hazard analysis, to include hazards identification, vulnerability analysis, and risk assessment	**/2b						2b		B	Δ	C	3c
12.2.3. Planning procedures												
12.2.3.1. Determine requirements							1a		B		C	3c
12.2.3.2. Conduct research							1a		B		C	3c
12.2.3.3. Write inputs	**/						1a		B	Δ	C	3c
12.2.3.4. Review	*/1a						1a		B	Δ	C	

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
12.2.3.5. Coordinate base and civilian plans							a		B		C	
12.2.3.6. Develop supporting checklists	*/b						b			Δ		
12.2.4. Develop Plans												
12.2.4.1. OPlan 32-1							b		B			
12.2.4.2. BCE Contingency Response Plan TR: AFI 10-211							b		B			
12.2.4.3. Camouflage, Concealment, and Deception (CCD) plan TR: AFI 32-4007							b		B			3c
12.2.5. Develop base directives and supplements to Readiness related AFIs							b		B			
12.2.6. Develop Shelter Management Plan												
12.2.6.1. Natural disaster / catastrophic major accident / humanitarian aid	/2b						2b		B			
12.2.6.2. Combat operations	/2b						2b		B			
12.2.7. Develop inputs to other plan(s)												
12.2.7.1. Base support plans TR: AFI 10-404							A		B		C	
12.2.7.2. Joint support plans							A		B		C	
12.2.7.3. CONUS Base Use Plans									A			
12.2.7.4. Base mobility plans TR: AFI 10-403							A		B			
12.2.7.5. Shelter stocking plans									A			
12.2.7.6. War Mobilization Plan (WMP) (Only at MAJCOM/FOA level)									B			
12.2.7.7. Installation HAZMAT Emergency Response Plans	/B						B		B			
12.2.7.8. Local Emergency Planning Committee Emergency Response Plans							A		B			
12.2.8. Review Theater Employment Plans									B		C	C
12.2.9. Identify shortfalls and LIMFACs	**'/b						b			Δ		3c
12.3. Program Review												
12.3.1. Installation Readiness related meetings												

1. **Task Knowledge And Technical References**	2. Core/ Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
12.3.1.1. Purpose							A		B			
12.3.1.2. Determine briefing topics							a		B			
12.3.1.3. Conduct meeting/briefing	*/						a		B	Δ		
12.3.1.4. Prepare documentation TR: AFR 10-1							a		B			
12.3.1.5. Conduct follow-up							a		B			
12.3.2. Advise/coordinate with other agencies on Readiness related requirements	/B						B		B			
12.3.3. Exercises and evaluations TR: AFIs 10-204, 90-201												
12.3.3.1. Prepare exercise scenarios	**/						1a		B	Δ		2b
12.3.3.2. Advise exercise evaluation team chief							1a		B			2b
12.3.3.3. Evaluate exercises such as for base populace, Readiness Flight, and specialized DP teams							a		B			
12.3.3.4. Prepare report inputs and participate in exercise critiques or debriefings							a		B			
12.4. Joint and Combined: doctrine, plans, and operations TR: AFI 10-210	/B						B		B			C
13. RESPONSE OPERATIONS TR: AFIs 10-201, 32-4001, 32-4002												
13.1. Policies												
13.1.1. Natural Disaster	/B						B		B			
13.1.2. Major Accident												
13.1.2.1. Non-nuclear	/B						B		B			
13.1.2.2. Nuclear	/B						B		B			
13.1.2.3. HAZMAT	/B						B		B			
13.2. General response procedures: Major accident; non-nuclear, nuclear, HAZMAT TR: DOTP 5800.3; DoD 5100.52M, APF 161-3; TO 11N-20-11(C); ACC Plan 355-1												
13.2.1. Notification Phase												
13.2.1.1. Department of Defense	/B						B		B		C	
13.2.1.2. Civilian authorities	/B						B		B		C	

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
13.2.2. Participate in response operations	*/3c						3c/2b		B	Δ		4c
13.2.3. Participate in withdrawal operations	*/3c						3c/b		B	Δ		4c
13.2.4. Recovery												
13.2.4.1. Develop inputs to recovery plans	/2b						2b		B			4c
13.2.4.2. Conduct radiation detection surveys												
13.2.4.2.1. Radial Survey							3c/2b		B			
13.2.4.2.2. Grid Survey							b		B			
13.2.4.3. Establish initial perimeter definition							3c/2b		C			
13.2.4.4. Provide inputs to required reports	**/						2b		B	Δ		3c
13.2.5. HAZMAT Response												
13.2.5.1. Response Level 1	/B						B					
13.2.5.2. Response Level 2	/B						B					
13.2.5.3. Response Level 3	/B						B					
13.2.5.4. Level I Awareness							3c/X					
13.2.5.5. Level II Operations							3c/X					
13.2.5.6. Level III Techncian												
13.2.5.7. Level V Incident Command System												
13.2.6. Nuclear HAZMAT Response												
13.2.6.1 Types and characteristics of nuclear radiation	/B						B		B		C	
13.2.6.2. Radiological and nonradiological hazards of nuclear weapons accidents	/B						B		B		C	
13.2.6.2.1. Set up a Contamination Control Station	/B						2b		B			
13.2.6.2.2. Monitor for contamination	*/						3c/2b		B	Δ		
13.2.6.2.3. Doff contaminated clothing							3c/2b		B			
13.2.6.2.4. Dispose of contaminated materials							B		B			
13.2.6.2.5. Service Response Force (SRF) Support	/B						B		B			
13.3. Natural disasters TR: AFIs 10-802, 32-4001, and applicable FEMA Publications												
13.3.1. Types	/B						B		B			

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
13.3.2. Hazards	/B						B		B			
13.3.3. Perform Response Procedures												
13.3.3.1. Notification	**/B						B		B	Δ		
13.3.3.2. Initial emergency response	*/3c						3c/A		B	Δ		3d
13.3.3.3. Sustained emergency response	*/2b						2b		B	Δ		C
13.3.3.4. Recovery actions	/2b						2b		B			3d
13.3.4. Coordinate support with other agencies							1a		B			3d
13.3.5. Protect Air Force resources	**/						3c/B		B	Δ		3d
13.3.6. Provide support to off-base civil authorities	/2b						2b		B			3d
13.3.7. Interpret Peacetime alert warning system messages	*/3c						3c/2b		B	Δ		
14. WARTIME OPERATIONS TR: AFIs 10-207, 10-210, 10-211, 10-212, 10-403, 31-101, 32-4001, 32-4007; WMP-1 Vol 1												
14.1. Evaluate threat to air bases TR: AFI 10-211; Current intelligence reports (S)	**/B						B			Δ		3c
14.2. Increased readiness postures												
14.2.1. DEFCONs	/B						B		B			C
14.2.2. Implement measures associated with states and stages of alert	/2b						2b		B			3c
14.3. Chemical warfare defense TR: Worldwide Chemical-Biological Threat to Air Bases TR: AFJPAM 32-4008												
14.3.1. Policies	/B						B		B			C
14.3.2. Concepts	/B						B		B			C
14.3.3. Chemical warfare agents TR: AFIs 44-102, 48-102; AFJPAM 32-4008; TO 11C15-1-3												
14.3.3.1. Identify Characteristics												
14.3.3.1.1. Recognize and respond appropriately to signs and symptoms	/3c						3c/B		B			

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
14.3.3.1.2. Use incapacitating levels (to include miosis) for MOPP analysis	/2b						2b		B			3c
14.3.3.1.3. Use lethal levels for MOPP analysis	/2b						2b		B			3c
14.3.3.2. Chemical agent antidotes and pretreatment regimen	/B						B		B			
14.3.4. Determine protective equipment requirements	*/2b						2b		B	Δ		3c
14.3.5. Conduct wartime tasks wearing personal protective equipment	*/3c						3c/2b			Δ		
14.3.6. Perform wartime tasks in a chemically contaminated environment (Chemical Defense Training Facility)	/2b						2b					3c
14.4. Toxin/biological warfare defense TR: AFI 48-102; AFM 355-6												
14.4.1. Policies	/B						B		B			C
14.4.2. Concepts	/B						B		B			C
14.4.3. Agents												
14.4.3.1. Recognize and respond appropriately to signs and symptoms	/2b						2b		B			3c
14.4.3.2. Use incapacitation levels for MOPP analysis	/2b						2b		B			3c
14.4.3.3. Use lethal levels for MOPP analysis	/2b						2b		B			3c
14.4.4. Determine contamination control procedures	/1a						1a		B			2b
14.4.5. Identify detection capabilities	/B						B					C
14.4.6.Determine appropriate biological protective measures	*/2b						2b		B	Δ		3c
14.5. Nuclear warfare defense TR: AFI 48-102												
14.5.1. Policies	/B						B		B			
14.5.2. Concepts	/B						B		B			
14.5.3. Nuclear weapons												
14.5.3.1. Weapons effects	/B						B		B			
14.5.3.2. Physiological effects	/B						B		B			
14.5.3.3. Protective measures	/B						B		B			
14.6. Protective sheltering												

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
14.6.1. Shelter management principles	/B						B		B			
14.6.2. Collective protection concepts and systems	/B						B		B			
14.6.3. Implement expedient protection measures TR: FM 3-4	/2b						2b		B			
14.6.3.1. Implement exposure control actions	*/2b						2b		B	Δ		
14.6.3.2. Shelter management kits	/B						B					
14.6.3.3. Conduct Contamination Control Area (CCA) procedures	*/3c						3c/2b		B	Δ		
14.6.3.4. Operate shelter	/2b						2b		B			
14.6.4. Monitor shelter status	/2b						2b					
14.7. Conventional warfare defense												
14.7.1. Types of attack	/B						B		B			
14.7.2. Weapons effects	/B						B		B			
14.7.3. Employ protective actions TR: AFVAs 32-4010, 32-4011	*/2b						2b		B	Δ		
14.8. Wartime alert warning signals TR: AFVAs 32-4010, 32-4011, 32-4012; AFI 32-4001; WMP-1; STANAG 2047												
14.8.1. Evaluate adequacy of local alerting system	**/b						b		B	Δ		
14.8.2. Advise on use of warning signals	*/2b						2b		B	Δ		3c
14.8.3. Advise on use of Mission Oriented Protective Postures (MOPP)	/2b						2b		B			3c
14.8.4. Interpret Allied Warning Systems, Air Raid Warnings, and Tactical Ballistic Missile Warning System	/2b						2b		B			3c
14.9. General control center operations TR: AFI 10-207												
14.9.1. Concepts and composition	/B						B		B		C	
14.9.2. Establish information flow	**/B						B		B	Δ		3c
14.9.3. Direct activation of specialized teams	**/2b						2b		B	Δ		3c
14.9.4. Monitor and direct readiness of NBC forces	**/2b						2b		B	Δ		3c
14.9.5. Monitor passive defense measures	*/2b						2b		B	Δ		3c

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
14.9.6. Monitor force beddown survivability	/2b						2b		B			3c
14.9.7. Direct monitoring team actions	*/2b						2b		B	Δ		3c
14.9.8. Receive and consolidate reports	*/2b						2b		B	Δ		3c
14.9.9. Read maps/use location reference materials	*/3c						3c/2b			Δ		
14.9.10. Manually construct chemical hazard plots TR: ATP 45 Vol. 1												
14.9.10.1. Simplified plots	*/3c						3c/2b		B	Δ		
14.9.10.2. Detailed plots	*/3c						3c/1a		B	Δ		
14.9.10.3. Assess chemical hazards	*/2b						2b		B	Δ		
14.9.10.4. Determine chemical persistency	*/3c						3c/2b		B	Δ		
14.9.11. Manually construct nuclear hazard plots TR: ATP 45 Vol. 1												
14.9.11.1. Simplified plots	*/2b						2b		B	Δ		
14.9.11.2. Detailed plots	/2b						2b		B			
14.9.11.3. Assess radiological hazards	/2b						2b		B			
14.9.11.4. Determine duration of radiological hazard	/2b						2b		B			
14.9.12. Biological plotting												
14.9.12.1. Capabilities							B		B			C
14.9.12.2. Determine survivability of biological agents	/1a						1a		B			3c
14.9.13. Prepare NBC reports	**/3c						3c/2b		B	Δ		
14.9.14. Submit NBC reports	/3c						3c/2b		B			
14.9.15. Interpret NBC reports	*/3c						3c/2b		B	Δ		
14.9.16. Annotate radiation and chemical situation boards	*/3c						3c/2b		B	Δ		
14.10. Assist in damage assessment TR: AFIs 10-210, 10-211	/2b						2b		B			
14.11. Passive defense TR: AFIs 10-212, 31-101, 32-4001												
14.11.1. Perform dispersal operations	/2b						2b		B			3c
14.11.2. CCD activities TR: AFI 32-4007; FM 3-4												

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
14.11.2.1. CCD Principles	/B						B		B			
14.11.2.2. Assess CCD requirements	**/b						b		B	Δ		3c
14.11.2.3. Employ CCD equipment												
14.11.2.3.1. Camouflage netting	**/2b						2b		B	Δ		
14.11.2.3.2. Decoys	/2b						2b		B			
14.11.2.3.3. False operating strip	/2b						2b		B			
14.11.2.3.4. Smoke generators	/2b						2b		B			
14.11.2.3.5. Blackout	/b						b		B			
15. DEPLOYMENT OPERATIONS TR: AFI 10-403												
15.1. Mission							B		B			
15.2. Objectives							B		B			
15.3. Policies							B		B			
15.4. Organization and reponsibilities												
15.4.1. Manpower and Equipment Force Packing System (MEFPAK)							B		B			
15.4.2. Determine Unit Type Codes (UTCs)												
15.4.2.1. Standard	/B						B		B			3c
15.4.2.2. Non-standard	/B						B		B			3c
15.4.3. Use Designed Operational Capability (DOC) Statement							b		B			3c
15.4.4. Extract taskings from Time Phased Force and Deployment List (TPFDL)							2b		B			3c
15.5. Deployment preparation (personnel)												
15.5.1. Use MRRR/DRMD							2b		B			
15.5.2. Maintain Personnel readiness folders (PRFs)							2b		B			
15.5.3. Recall procedures/pyramid alerting	/B						B		B			
15.5.4. UTC position qualification												
15.5.4.1. Manually posture teams (critical, non-critical, and CE substitution rules)							2b		B			3c
15.5.4.2. Utilize DESIRE list	/2b						2b		B			

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
15.5.4.3. Identify courier requirements such as training for weapons, equipment custodians, ammo							b		B			
15.6. Deployment preparation (equipment)												
15.6.1. Identify UTC specific requirements/inventory							b		B			
15.6.2. Build Prime BEEF pallets							2b		B			
15.6.3. Review hazardous cargo documentation							b		B			
15.6.4. Inventory documentation such as load list or bar coding							b		B			
15.6.5. Plan weapons/ammo loading/shipping procedures							b		B			
15.6.6. Plan redeployment package							b		B			
15.6.7. WRM concepts	/B						B		B			
15.6.8. Consolidated Mobility Bag Control Center Concept							B		B			
15.7. Unit deployment management												
15.7.1. Special instructions such as warning orders							B		B			
15.7.2. Interpret and implement schedule of events such as chalk times							b		B			
15.7.3. Concept briefing							B		B			
15.7.4. Team Chief responsibilities							B		B			
16 . READINESS FLIGHT ROLES IN MILITARY OPERATIONS OTHER THAN WAR (MOOTW) **TR: AFPD 32-4001, AFI 32-4001, AFMAN 32-4004**							A		B			C
17. PERSONAL PROTECTIVE EQUIPMENT **TR: APPLICABLE TECHNICAL ORDERS**												
17.1. Protective masks TR: T.Os. 14P4-1-151, 14P4-15-1, 14P4-9-31												
17.1.1. Principles	/B						B		B			
17.1.2. Inspect	*/3c						3c/2b			Δ		
17.1.3. Use	*/3c						3c/2b			Δ		

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
17.1.4. Maintain	*/b						b			Δ		
17.2. Use Mask Fit Device such as M-41	/2b						2b					
17.3. NBC protective clothing												
17.3.1. Use Radiological anti-contamination suit TR: DoD 5100.52M	/3c						3c/B		B			
17.3.2. Groundcrew chemical defense ensemble/Joint Service Lightweight Integrated Suit Technology (JS-LIST) TR: T.O. 14P3-1-14/JS-LIST number not assigned yet												
17.3.2.1. Principles	/B						B		B			
17.3.2.2. Inspect	*/3c						3c/2b			Δ		
17.3.2.3. Use	*/3c						3c/2b			Δ		
17.3.2.4. Maintain	*/b						b			Δ		
17.3.3. Impermeable protective clothing TR: Equipment Manual												
17.3.3.1. Principles	/A						A		B			
17.3.3.2. Inspect	/3c						3c/X					
17.3.3.3. Use	/3c						3c/X					
17.3.3.4. Maintain	/b						b					
17.4. Use field gear equipment such as helmets, web belts, canteen, and flak vests TR: FM 21-15-3b	*/3c						3c/3b			Δ		
18. CHEMICAL / BIOLOGICAL DETECTION EQUIPMENT TR: APPLICABLE TECHNICAL ORDERS												
18.1. Automatic Liquid Agent Detector (ALAD) TR: T.O. 11H2-22-1												
18.1.1. Principles	/B						B		B			
18.1.2. Inspect	/3c						3c/2b					
18.1.3. Use	/3c						3c/2b					
18.1.4. Maintain	/b						b					
18.2. Automatic chemical agent vapor detector M-8A1 TR: T.O. 11H2-17-1												

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
18.2.1. Principles	/B						B		B			
18.2.2. Inspect	/3c						3c/2b					
18.2.3. Use	/3c						3c/2b					
18.2.4. Maintain	/b						b					
18.3. Chemical Agent Monitor (CAM) TR: T.O. 11H2-20-1												
18.3.1. Principles	/B						B		B			
18.3.2. Inspect	/3c						3c/2b					
18.3.3. Use	/3c						3c/2b					
18.3.4. Maintain	/b						b					
18.4. Manual chemical agent vapor detector M-256/M256A1 TR: T.O. 11H2-21-1												
18.4.1. Principles	/B						B		B			
18.4.2. Inspect	/3c						3c/2b					
18.4.3. Use	/3c						3c/2b					
18.4.4. Maintain	/b						b					
18.5. Automatic chemical agent detector. Such as M90, ACADA, etc. TR: Applicable T.O. or commercial publication												
18.5.1. Principles	/B						B		B			
18.5.2. Inspect	/3c						3c/2b					
18.5.3. Use	/3c						3c/2b					
18.5.4. Maintain	/b						b					
18.6. Use manual chemical agent liquid detectors such as ABC M-8, M-9 TR:11H2-14-5-1, 11H2-2-21	/3c						3c/3b		B			
18.7 Biological detection device												
18.7.1. Inspect	/3c						3c/X					
18.7.2. Operate	/3c						3c/X					
18.7.3. Maintain	/b						b/X					
19. RADIATION DETECTION EQUIPMENT TR: APPLICABLE TECHNICAL ORDERS												
19.1. Dosimeters such as IM-143, CDV-742 TR: T.O. 11H4-6-1-1; FEMA CPG 2-6.4												

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
19.1.1. Principles	/B						B		B			
19.1.2. Inspect	/3c						3c/2b					
19.1.3. Operate	/3c						3c/2b					
19.1.4. Maintain	/b						b					
19.2. Dosimeter Charger CDV-750 TR: T.O. 11H4-2-12-1												
19.2.1. Principles	/B						B		B			
19.2.2. Inspect	/3c						3c/2b					
19.2.4. Maintain	/b						b					
19.3. RADIAC multi-function survey meter ADM-300A TR: Applicable T.O. or Commercial Publication												
19.3.1. Principles	/B						B		B			
19.3.2. Inspect	/3c						3c/2b					
19.3.3. Operate	/3c						3c/2b					
19.3.4. Maintain	/b						b					
20. NBC CONTAMINATION MARKING KIT TR: TM 3-9905-001-10 and T.O. 11H2-1-101												
20.1. Principles	/B						B		B			
20.2. Operate	/3c						3c/b					
20.3. Maintain	/b						b					
21. CHEMICAL/BIOLOGICAL AGENT DECONTAMINATION EQUIPMENT TR: APPLICABLE TECHNICAL ORDERS												
21.1. Decontamination kit M258A1 and training kit M58A1 TR: T.O. 11D1-1-111												
21.1.1. Principles	/B						B		B			
21.1.2. Inspect	/3c						3c/2b					
21.1.3. Operate	/3c						3c/2b					
21.1.4. Maintain	/b						b					
21.2. Skin Decontamination Kit M291/M295 TR: T.O. 11D1-1-131												
21.2.1. Principles	/B						B		B			

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
21.2.2. Inspect	/3c						3c/2b					
21.2.3. Operate	/3c						3c/2b					
21.2.4. Maintain	/b						b					
21.3. Lightweight Decontamination Appartus such as A/E-32U-8(DA) OR M-17 TR: TMs 3-4230-228-10, 11D1-3-9-1												
21.3.1. Principles	/B						B		B			
21.3.2. Inspect	/2b						2b					
21.3.3. Operate	/2b						2b					
21.3.4. Use associated equipment such as shower facilities, wands, and injectors	/2b						2b					
21.3.5. Decontaminate equipment												
21.3.6. Maintain	/b						b					
22. PRECISION LIGHTWEIGHT GLOBAL POSITIONING SYSTEM RECEIVER (PLGR) **TR: T.O. 31R4-2PSN11-1**												
22.1. Principles	/B						B		B			
22.2. Operate	/2b						2b					
22.3. Maintain	/b						b					
23. USE COMPASSES **TR: FM 21-26, T.O.s 00-110N-10 and 00-110N-15**	/2b						2b		B			
24. MOBILE COMMAND POST (MCP) **TR: AFIs 24-301, 32-4001**												
24.1. Equipment requirements	/B						B		B			
24.2. Set up on-scene control point using MCP	/2b						2b					
24.3. Operate MCP with associated equipment installed	/2b						2b					
24.4. Respond to contingencies using the MCP	*/2b						2b			Δ		

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
25. MULTIMAN INTERMITTENT COOLING SYSTEM TR: T.O. 35EA4-7-6-1												
25.1. Principles	/B						B		B			
25.2. Perform CCA doffing procedures for the MICS	/2b						2b					
26. AUTOMATED WEATHER STATION SUCH AS THE WEATHER PAK TR: Applicable users manual												
26.1. Principles							B		B			
26.2. Inspect							2b					
26.3. Operate							2b					
26.4. Maintain							b					
27. WET BULB DEVICE TR: Applicable users manual												
27.1. Principles							B		B			
27.2. Inspect							2b					
27.3. Operate							2b					
27.4. Maintain							b					
28. TENTS SUCH AS GP MEDIUM/TEMPER TR: T.O. 35E5-1-101												
28.1. Inspect	/2b						2b/X					
28.2. Erect	/2b						2b/X					
28.3. Maintain	/b						b					
29. USE TRAINING MUNITIONS/DEVICES: TR: AFIs 21-207, 21-208; T.Os. 11C5-5-2-7, 11A10-27-7, 11A8-5-7, 11A8-4-7												
29.1. CN/CS tear training agent	/3c						3c/2b		B			
29.2. Ground burst simulators												
29.3. Smoke grenades												
29.4. Smoke pots												

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
29.5. Camphor/amyl acetate/stanic chloride	/3c						3c/1a		B			
30. AUTOMATED SYSTEMS TR: Applicable users manuals												
30.1 Automation Software TR: AFI 31-209; AFSSI 5100												
30.1.1. Use wordprocessing software												
30.1.2. Use database software												
30.1.3. Use spreadsheet software												
30.1.4. Use presentation/briefing software												
30.1.5. Use communication software												
30.2. C2 systems such as Emergency Information System (EIS)												
30.2.1. Principles	/B						B		B			
30.2.2. Employment responsibilities	/B						B		B			
30.2.3. Manage relational databases							2b/1a		B			
30.2.4. Perform response missions							2b/1a		B			
30.2.5. Create and interpret dispersion modeling							2b/1a		B			
30.2.6. Conduct vulnerability analysis / risk assessment							2b/1a		B			
30.2.7. Manage automated mapping system							2b/1a		B			
30.3. C2 System such as NBC Analysis												
30.3.1. Principles	/B						B/X		B			
30.3.2. Modes of operations	/2b						2b/X		B			
30.3.3. Mapping	/2b						2b/X		B			
30.3.4. Plotting, hazard predicition, warning, and reporting	/2b						2b/X		B			

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
31. READINESS FLIGHT TRAINING PROGRAMS TR: AFIs 10-217, 10-210, 10-211, 32-4001, 32-4002, 32-4007, 36-2201; Wartime Task Standard; AFCESA Contingency and Home Station Training Volumes												
31.1. Develop an installation disaster preparedness training plan												
31.1.1. Determine installation training requirements	**/						2b		B	Δ		3c
31.1.2. Prepare schedule	**/						2b		B	Δ		3c
31.1.3. Maintain training documentation	*/2b						2b		B	Δ		3c
31.2 Develop an annual Prime BEEF training plan												
31.2.1. Coordinate							2b		B			
31.2.2. Prepare schedule							2b					3c
31.2.3. Maintain Training Documentation							2b					3c
31.3. Determine wartime / contingency training requirements	/2b						2b					3c
31.4. Establish an installation disaster preparedness / air base operability information program	**/2b						2b		A	Δ		
32. INSTRUCTOR FUNDAMENTALS TR: AFI 32-4001; AFMAN 36-2236; AFP 50-58 Vols 1-6; AFPAM 10-219 Vol 1												
32.1. Instructor responsibilities	/B						B		B			
32.2. Communicative process	/B						B		B			
32.3. Types of instruction									B			
32.4. Conduct training												
32.4.1. Use lecture method	*/2b						2b			Δ		
32.4.2. Use demonstration and/or performance method	*/2b						2b			Δ		
32.5. Evaluate student performance												
32.5.1. Knowledge based tests such as written / CerTest	*/b						b			Δ		-
32.5.2. Performance tests	*/2b						2b			Δ		-
32.6. Teach disaster preparedness courses												

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		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
32.6.1. Disaster Preparedness Support Team	/b						b					
32.6.2. Contamination Control Team	/b						b					
32.6.3. Shelter Management Team	/b						b					
32.6.4. Nuclear, Biological, and Chemical (NBC) Defense	/b						b					
32.6.5. DP Representative	/b						b					
32.6.6. Control Center Course	/b						b					
32.6.7. Disaster Control Group	/b						b					
32.6.8. Exercise Evaluation Team	/b						b					
32.6.9. Base Emergency Preparedness Orientation	/b						b					
32.6.10. HAZMAT Training												
32.6.10.1. Level I (Awareness)	/b						b					
32.6.10.2. Level II (Operations)	/b						b					
32.6.10.3. Level IV/V (Incident Command System)	/b						b					
32.6.10.4. Assist Fire Department with Level III (Technician)	/b						b					
32.6.11. Camouflage Concealment and Deception (CCD) training												
32.6.11.1. CCD planners course	/b						b		B			
32.6.11.2. CCD trainers course	/b						b		B			
32.6.11.3. CCD users	/b						b		B			
32.6.12. Coordinate and/or conduct basic Prime BEEF training	/b						b		B			
32.7. Develop and/or Personalize Lesson Plans	*/2b						2b			Δ		
32.8. Instructional aids												
32.8.1. Select	/2b						2b					
32.8.2. Develop	/2b						2b					
32.8.3. Use	/2b						2b					
32.9. Conduct in-house training	/b						b		B			
33. SUPPLIES AND EQUIPMENT TR: CE ESLs, Prime BEEF Implemenation Guide; AFI 32-4001; AFRs 67-23; ASs 006, 016, 110, 156, 450, 459, 629, 660; T.O.'s 00-20K-1 AND 00-110N-3												
33.1. Determine requirements	/B						B		B			-

1. **Task Knowledge And Technical References**	2. Core/ Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
33.2. Participate in resource management meetings												
33.3. Requisition resources												
33.4. Maintain resources												
33.5. Turn in resources												
33.6. Maintain training equipment	/A						A		B			
33.7. Forecast munitions requirements	/b						b		B			
33.8. Readiness Materials Funded and Unfunded Budget Requirements TR: AFR 172-1												
33.8.1. Determine requirements	**/						A		B	Δ		3c
33.8.2. Justify requirements	**/						A		B	Δ		3c
33.8.3. Submit requirements	**/						a		B	Δ		

Note 1: General Contingency Responsibility (CDC 3E050), must be successfully completed by all CE specialties.
Note 2: Personnel retraining from one CE AFSC to another CE AFSC are not required to complete this CDC.
Note 3: Completion of the apprentice course meets the initial requirements for Category I, classroom training.
Note 4: Completion of CDC 3E050 may be used as a substitute for Category I annual requirements (effective one year following the completion of the CDC).

1. **Tasks, Knowledge, And Technical References**	2. Core/Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) SC/QTP	(1) CDC	(2) Course
34. GENERAL CONTINGENCY RESPONSIBILITIES **TR: AFIs 10-210, 10- 211, 32-1026; T.O.s 35E-5-6-1, 35E4-132-1, 35E4-94-1; Army TMs 10-8340-207-14, 10-450-200-12; WMP-1, Annex S; (Mar 95); AFPAM 10-219, Vol 1, 2, 3, 4, & 5**												
34.1. Prime BEEF (PB) Orientation TR: AFDD 2-4.2; AFIs 31-209,10-403; AFCESA/CEX - Prime BEEF Equipment Supply List (ESL); Home Station Training (HST) / Readiness Training Package (RTP) A & B; Geneva Convention Articles												
34.1.1. The Prime BEEF (PB) Program	/A						A		B			
34.1.2. Civil Engineer Doctrine	/A						A		B			
34.1.3. Uniform Code of Military Justice (UCMJ)												
34.1.4. The Law of Armed Conflict									B			
34.1.5. The Prime BEEF equipment requirements												
34.1.5.1. Consolidated tool kits	/A						A		B			
34.1.5.2. Mobility bags	/A						A		B			
34.1.5.3. Weapons	/A						A					
34.1.5.4. Team kits	/A						A		B			
34.1.5.5. Body armor	/A						A					
34.1.5.6. Tactical communication system	/A						A					
34.1.6. Individual responsibilities	/A						A		B			
34.2. Field Sanitation & Hygiene Measures TR: AFIs 48-110, 10-210; AFDD 35; ARMY FM 21-10; HST/RTP C												
34.2.1. Personal hygiene measures	/A						A		B			

1. Tasks, Knowledge, And Technical References	2. Core/Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) SC/QTP	(1) CDC	(2) Course
34.2.2. Disease and pestilence countermeasures	/A						A		B			
34.2.3. Military field sanitation	/A						A		B			
34.3. Self Protection from Extreme Weather TR: Home StationTraining (HST) Course of Study, Vol 2												
34.3.1. Desert survival techniques												
34.3.1.1. Acclimatization	/A						A		B			
34.3.1.2. Sun protection	/A						A		B			
34.3.1.3. Heat exertion									B			
34.3.1.4. Dehydration									B			
34.3.1.5. Heat stroke									B			
34.3.2. Cold weather survival methods												
34.3.2.1. Wearing of clothing	/A						A		B			
34.3.2.2. Immersion foot	/A						A		B			
34.3.2.3. Frost bite	/A						A		B			
34.3.2.4. Hypothermia	/A						A		B			
34.3.2.5. Trench foot	/A						A		B			
34.3.2.6. Wind chill factor	/A						A		B			
34.4. First Aid Techniques TR: AFIs 36-2238, 32-4001, 48-110; AFH 36-2218,Vol 2; Emergency Care and Transportation of the Sick and Injured												
34.4.1. Individual's responsibilities for administering first aid									B			
34.4.2. Self aid and buddy care concept												
34.4.2.1. Lifesaving steps												
34.4.2.1.1. Assure breathing									B			
34.4.2.1.2. Control bleeding									B			
34.4.2.1.3. Protect wound									B			
34.4.2.1.4. Prevent shock									B			
34.4.3. Move and transport injured personnel									B			
34.4.4. Medical echelon concept	/A						A		B			

1. **Tasks, Knowledge, And Technical References**	2. Core/Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) SC/QTP	(1) CDC	(2) Course
34.5. Personal / Work Party Security TR: AFIs 36-2226, 36-2209, 31-209, 31-301, 10-403, 10-404, 31-207, 10-215; AFPAM 10-219, Vol 3 ; Army FMs 21-75; 7-8												
34.5.1. Combat skills	/A						A		B			
34.5.2. Defensive tactics												
34.5.2.1. Cover and concealment	/A						A		B			
34.5.2.2. Individual movement	/A						A		B			
34.5.2.3. Weapons fire control									B			
34.5.2.4. Communications	/A						A		B			
34.5.2.5. Field fortifications	/A						A		B			
34.5.2.6. Guard placement/perimeter defense	/A						A		B			
34.5.2.7. Recognition code system	/A						A		B			
34.6. Convoy Security TR: AFIs 36-2209, 31-301, 10-211, 36-2225, 31-101, Vol 1; AFMAN 24-309; AFPAM 10-219, Vol 3; Army FMs 7-8, 7-10, 55-30; HST/RTP I												
34.6.1. Convoy principles												
34.6.1.1. Organization	/A						A		B			
34.6.1.2. Command and control	/A						A		B			
34.6.1.3. Vehicle preparation	/A						A		B			
34.6.1.4. Security police interface	/A						A		B			
34.6.1.5. Counter ambush techniques	/A						A		B			
34.6.1.6. Defensive ambush measures	/A						A		B			
34.6.2. Participate in convoy exercise												
34.7. Air Base Ground Defense (ABGD) Interface TR: AFIs 31-301, 31-702; DoD 50002.2;HST/RTP A												
34.7.1. Ground threats	/A						A		B			
34.7.2. ABGD concept	/A						A		B			
34.7.3. Defensive tactics	/A						A		B			
34.7.4. Force movement									B			
34.7.5. Weapons and fire control									B			
34.7.6. Tactical barriers									B			
34.7.7. Fighting/Protective Positions									B			

1. **Tasks, Knowledge, And Technical References**	2. Core/Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) SC/QTP	(1) CDC	(2) Course
34.8. Vehicle Qualifications TR: AFI 10-210; AFPAM 10-219, Vol. 3, 4; AFPD 25-1; AFMAN 24-309; AFI 23-101; AS 12; T.O.s 36A2 series, 36M2 series, 36A12 series; War & Mobilization Plan (WMP), Vol. I, Annex S (Mar 95); HST/RTP I												
34.8.1. Civil engineer contingency vehicle operations									B			
34.8.2. Obtain government driver's license									B			
34.8.3. Qualify on contingency vehicles									B			
34.8.4. WRM Assets									B			
34.8.5. Marshal Equipment and Personal									B			
34.9. Rapid Runway Repair (RRR) TR: AFIs 10-210, 10-211, 10-212; T.O.s 35E2-3-1, 35E2-2-7, 35E2-5-1; AFPAM 10-219, Vol 4												
34.9.1. Base Recovery After Attack (BRAAT) concept	/A						A		B			
34.9.2. Rapid Runway Repair (RRR) concept	/A						A		B			
34.9.3. Bed-down Shelters TR: T.O.s 35E5-6-1, 35E4-132-1, 35E4-94-1; AFPAM 10-219 Vol. 2, 3, & 5; ARMY TMs 10-8340-207- 14, 10-4500-200-13												
34.10. Contingency/Wartime Multi-skill requirements TR: AFI 10-210; WMP-1, Annex S (Mar 95)												
34.10.1. Multi-skilling concept	/A						A		B			
34.10.2. Contingency vehicles and equipment responsibilities	/A						A		B			
34.10.3. Beddown shelters TR: T.0.s 35E-5-6-1, 35E4-132-1, 35E4-94-1; TM 10-4500-200-13; AFI 10-219, Vol 2, 3 & 5												
34.10.3.1. Harvest Eagle	/A						A		B			
34.10.3.2. Harvest Falcon	/A						A		B			

1. **Tasks, Knowledge, And Technical References**	2. Core/Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) SC/QTP	(1) CDC	(2) Course
34.10.3.3. Expedient field sanitation support	/A						A		B			
34.10.3.4. Expedient repair requirements TR: AFPAM 10-219, Vol 3; Home Station Training Category (HST) 1 & 2												
34.10.3.4.1. Facilities	/A						A		B			
34.10.3.4.2. Utilities	/A						A		B			
34.10.3.4.3. Pavements	/A						A		B			
34.10.3.5. Participate in hands-on multi-skill training												
34.11. Auxiliary Structural Fire Fighting TR: AFIs 10-210, 32-2001; WMP-1, Annex S (Mar 95); International Fire Service Training Association (IFSTA) Manuals												
34.11.1. Civil engineer auxiliary fire fighting concepts									B			
34.11.2. Basic fire fighting principles												
34.11.2.1. Classes of fire									A			
34.11.2.2. Types of extinguishers									A			
34.11.2.3. Fire reporting procedures									A			
34.11.2.4. Evacuation procedures									A			
34.11.2.5. Structural fire fighting									A			
34.11.2.6. Wildlands fires									A			
34.11.3. Equipment and safety factors												
34.11.3.1. Utility isolation									A			
34.11.3.2. Agent/water application									A			
34.11.3.3. Building heat and smoke ventilation									A			
34.11.3.4. Rescue principles									A			
34.11.3.5. Using extinguishers									A			
34.11.3.6. Installed standpipe system									A			
34.11.3.7. Fire hydrant/hose operation									A			
34.11.3.8. Ladder operation									A			
34.11.3.9. Portable pumps									A			
34.11.3.10. Water distribution truck									A			

1. **Tasks, Knowledge, And Technical References**	2. Core/Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) SC/QTP	(1) CDC	(2) Course
34.12. Passive Defense Measures Splinter Protection Construction TR: AFPAM 10-219, Vol 2 & 5; AFIs 10-210, 10-11, 10-212, 32-4001, 31-101, 31-209, 31-210, 10-401, 31-301;TM 5-1080-200-13/P; AFH 31-302; AFMAN 32-4005; AFPDs 31-1, 71-1; AFMD 39; AFDD 2-4.2; Instructions for Assembly and Erection of (Type A1 and B1) Aircraft Revetment Kit, 1 Nov 1968												
34.12.1. Hardening/splinter protection												
34.12.1.1. Intent of hardening protection	/A						A		B			
34.12.1.2. Resource protection												
34.12.1.3. Candidate requirements	/A						A		B			
34.12.1.4. Hardening techniques	/A						A		B			
34.12.2. Resource dispersal												
34.12.2.1. Purpose of resource dispersal	/A						A		B			
34.12.2.2. Types of resources normally dispersed	/A						A		B			
34.12.2.3. Types of dispersal sites	/A						A		B			
34.12.2.4. Dispersal operations	/A						A		B			
34.12.3. Facility Repair TR: AFPAM 10-219, Vol 3 & 4; Home Station Training (HST) Category 1 & 2												
34.12.3.1. Damage assessment	/A						A		B			
34.12.3.2. Damage reporting	/A						A		B			
34.12.4. Camouflage, Concealment, and Deception (CCD) Techniques TR: AFPAM 10-219, Vol 2 & 3; AFCESA/CEX - CCD ConOPs; AFIND 11/ HST-RTP K1, DPT K1, RTP K3, DPTP K3, RTP K9, DPTP K9, & RTP K11												
34.12.4.1. Basic CCD practices	/A						A		B			
34.12.4.2. Types of CCD techniques	/A						A		B			
34.12.4.3. Planning considerations	/A						A		B			

1. **Tasks, Knowledge, And Technical References**	2. Core/Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) SC/QTP	(1) CDC	(2) Course
34.12.5. Chemical warfare protection TR: AFMAN 32-4005; 24-309; AFIs 10-203, 10-210, 13-218, 21-101, 32-4001; AFPAM 10-219, Vol 3 & 4; AFIND 11/ HST-RTP C11 & RTP B3												
34.12.5.1. Individual protective equipment												
34.12.5.2. Wartime threat / protective actions / procedures												
34.12.5.3. Decontaminating vehicle / equipment									A			
34.12.5.4. Decontaminate shelter entry point									A			
34.12.5.5. Know USAF standard alarm signals TR: AFPAM 10-219, Vol 2; AFIND 11, HST/RTP C5	/A						A		B			
34.12.5.6. Protective shelters												
34.13. Terrorism TR: AFI 31-210, AFPAM 10-219, Vol 2; Joint Pub 1-02; AFDD 35/36												
34.13.1. Awareness									B			
34.13.2. Countermeasures									B			
34.14. Base Denial TR: AFIs 10-210, 10-211;AFPAM 10-219, Vol 3; Army FM 5-250; TO 11A-1-66; HST/RTP I; WMP-1, Annex S (Mar 95)												
34.14.1. Base denial concept	/A						A		B			
34.14.2. Denial methods												
34.14.2.1. Fire	/A						A		B			
34.14.2.2. Explosives	/A						A		B			
34.14.2.3. Component removal	/A						A		B			
34.14.2.4. Sabotage	/A						A		B			
34.14.2.5. Mechanical destruction	/A						A		B			
34.15. Explosive Ordnance Reconnaissance (EOR) TR: AFI 10-210; AFPAM 10-219, Vol 3 & 4; Army FMs 21-16, 21-75												
34.15.1. Potential ordnance	/A						A		B			
34.15.2. Marking procedures	/A						A		B			

1. **Tasks, Knowledge, And Technical References**	2. Core/Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) SC/QTP	(1) CDC	(2) Course
34.15.3. Reporting procedures	/A						A		B			
34.15.4. Mass ordnance clearance									B			
34.16. Weapons TR: AFIs 10-210, 31-101, 36-2226, 91-202; AFH 31-223												
34.16.1. Issue									B			
34.16.2. Control									B			
34.16.3. Courier									B			
34.17. Aircraft revetment TR: AFPAM 10-219, Vol 2; AFMAN 32-1071; AFDD 2-4.2; AFM 32-4005; AFIs 31-101, 31-209, 31-210, 10-401, 31-301												
34.17.1. Assemble kit-type revetments												
34.17.1.1. A-1									B			
34.17.1.2. B-1									B			
34.17.1.3. ARMCO									B			
34.17.1.4. Concertainer									B			

SECTION B - COURSE OBJECTIVE LIST (COL)

4. Measurement. Measurement of each objective is indicated as follows:

- **W** indicates task or subject knowledge which is measured using a written test.
- **PC** indicates required task performance which is measured with a performance progress check.
- **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

5. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objectives and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or parts of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

7. Course Objective List. These objectives are listed in the sequence taught by Block of Instruction.

7.1. Initial Skills Course. A detailed listing of the initial skills course objectives may be obtained by written request to 366 TRS/DO, 727 Missile Road, Sheppard AFB TX 76311-2254.

7.2. 7-Skill Level Course. A detailed listing of the Readiness Craftsman course objectives may be obtained by written request to 366 TRS/DO, 727 Missile Road, Sheppard AFB TX 76311-2254.

SECTION C - SUPPORT MATERIALS

8. The following list of support materials is not all inclusive; however, it covers the most frequently referenced areas.

- Air Force Index (AFIND) 11, Index of Disaster Preparedness and Readiness Training Packages, lists training packages applicable to Air Force, Air Reserve, and Air National Guard Readiness organizations and/or Civil Engineer Readiness Flights.

- Readiness Training Packages (RTPs) are written and coordinated by the Contingency Support Plans Division (HQ AFCESA/CEXR), 139 Barnes Drive Suite 1, Tyndall AFB, FL 32403-5319; and sent to SAF/AADP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, for publication and distribution. Send any comments or suggestions on this index or any DPTPs/RTPs directly to the OPR.

- RTPs**,** users will establish requirements and submit requisitions in the short-title format (i.e., RTPA4, etc.) using AF Form 764A. Process these, distribution category "F", through local publications distribution office. These publications can also be downloaded off the HQ AFCESA Internet homepage under the Contingency Support Directorate.

- New, revised, and obsolete RTPs are announced in Part 1 of the AF Publishing Bulletin.

8.1. Air Force Qualification Training Packages.

QTP Number	QTP Title	Media

SECTION D - TRAINING COURSE INDEX

9. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs. Refer to AFCAT 36-2223, USAF Formal Schools, for information on all AETC courses listed in this index.

10. Air Force In-Residence/Mobile Training Team (MTT) Courses.

Course Number	Title	Developer
J3ALP3E931 003	Readiness Apprentice	366 TRS
J3ACP3E971 000	Readiness Craftsman	366 TRS
J3AZP3E971 003	Readiness Refresher	366 TRS
J3AZP3E971 005	NBC Cell Operations	366 TRS
J3OZP32E1D 008	Readiness Flight Officer	366 TRS
J30ZP32E3D 007	Air Base Operability	366 TRS
J4AST3E971 005	NBC Cell Operations (MTT)	366 TRS
J4OST32E3D 000	Air Base Operability (MTT) Course	366 TRS
J50ZD13B4 000	Flag Officer Nuclear Accident Course (FONAC)	FC DSWA
J50ZD13B4 001	Senior Officer Nuclear Accident Course (SONAC)	FC DSWA
J5OZD13ED 000	Nuclear Emergency Team Operations Course (NETOPS)	FC DSWA
3AIR75000 005	Technical Training Instructor Course (TTIC)	AETC
MEDC001	Academic Instructor School (AIS)	Varies
X3AZR3E771 012	Hazardous Materials Train-the-Trainer Course	Goodfellow AFB, TX

WENG410	Readiness Applications	AFIT
MCADRE002	Contingency Wartime Planners Course	Maxwell AFB, AL
I-15	Ace Vulnerability Assessment and chemical Target Analysis Procedures	NATO School Oberammergau GE
I-23	ACE NBC Center Operations Course	NATO School Oberammergau GE
I-25	ACE Exercise and Evaluation Staff Course for NBC Incidents	NATO School Oberammergau GE
I-26	ACE NCO NBC Defense Course	NATO School Oberammergau GE
I-27	Survive to Operate (STO)	NATO School Oberammergau GE
I-28	Responsibilities of Military Forces in Environmental Protection	NATO School Oberammergau GE
American Red Cross ARC 3066	Introduction to Disaster Services	ARC
ARC 3067	Damage Assessment	ARC
ARC 3068	Disaster Feeding Operations (Mass Care)	ARC
ARC 3070	Damage Assessment Supervision	ARC
ARC 3074	Shelter Management	ARC
ARC 3080	Administering a Small Disaster Operation	ARC
ARC 3090	Instructor Training in Disaster Services	ARC
ARC 30XX	Hazardous Materials (HAZMAT)	ARC

FEMA IS-1	Emergency Program Manager	EMI
FEMA IS-2	Emergency Preparedness USA	EMI
FEMA IS-260	Preparing to Train Adults	EMI
FEMA IS-3	Radiological Emergency Mgt.	EMI
FEMA IS-5	Hazardous Materials A Citizen's Orientation	EMI
FEMA IS-6	Portable Emergency Data System (PEDS)	EMI
FEMA IS-7	A Citizen's Guide to Disaster Assistance	EMI

11. Extension Course Institute (ECI) Courses.

Course Number	**Title**	**Date**
CDC 3E050	General Contingency Responsibilities	Dec 93
CDC 3E951	Disaster Preparedness Journeyman	Dec 94
CDC 47201, 02, 03, 05	HAZMAT Levels I, II, III, and V	Dec 94

12. Exportable Courses/Information.

13. Courses Under Development/Revision.

Course Number	**Title**	**Date**
CDC 3E951	Readiness Journeyman	Dec 97
JBACR3E971 000	Readiness Management Craftsman course – Part A (exportable) version 1.0	Aug 97
CDC 3E050	General Contingency Responsibilities	Dec 98

SECTION E - MAJCOM UNIQUE REQUIREMENTS

“There are currently no MAJCOM unique requirements. This area is reserved.”

SECTION F - HOME STATION TRAINING

14. Purpose. The purpose of this section is to identify the tasks, training references, and training sources available in support of contingency/wartime training. Training ranges from knowledge-type training conducted in a classroom to task-oriented (hands-on) training conducted in the field. The tasks are general in nature and pertain to all civil engineer career fields. All civil engineer personnel are expected to receive this training even though the tasks may not be directly related to their AFS but support other CE AFSs.

14.1. Home Station Training (HST) Definition. HST is defined as training that is conducted at the individual's home station.

- Category 1 (CAT-1) training consists of knowledge-level training such as Prime BEEF orientation, field sanitation, and health/hygiene. CAT-1 training is normally accomplished through briefings and the use of videos and other training aids.

- Category 2 (CAT-2) training is primarily task-oriented such as weapons training, hard-back tent construction, and convoy security. This training, obviously, will be conducted in the field during bivouacs.

14.2. Training References.

14.2.1. AFI 10-210, Prime Base Engineer Emergency Force (BEEF) Program. Chapter three of AFI 10-210 identifies the Prime BEEF annual HST requirements. This document is located in the Readiness Flight. Figure 14.1 is a list of HST CAT-1 and CAT-2 training.

14.2.2. Prime BEEF Wartime Task Standard (WTS). The WTS lists basic wartime skills, knowledge, and the major common contingency/wartime tasks Prime BEEF teams will be required to perform. The WTS identifies the AFSs associated with each task, required resources to accomplish the task, and the maximum time (under optimum conditions) expected to complete the task. The document also identifies the lead AFS on each task. This document is located in the Readiness Flight. All tasks, skills, and knowledge required in the WTS are included in the STS portion of this CFETP.

14.2.3. AFPAM 10-219, Contingency and Disaster Planning. These documents assist in home station training and contingency responses. They replace the AFP 93-12 series of planning documents. There will be ten volumes to the AFPAM when completed and will be available on the Air Force Electronic Publications Library (AFEPL). The following is a list of the volumes making up AFPAM 10-219:

Volume	Title
1	Contingency and Disaster Planning
2	Preattack and Predisaster Preparations
3	Postattack and Postdisaster Procedures

4 Rapid Runway Repairs
5 Bare Base Conceptual Planning Guide
6 Planning and Design of Contingency Air Bases
7 Expedient Construction Methods
8 Prime BEEF Manager's Guide
9 Establishing and Maintaining Contingency Air Bases
10 Engineer Wartime Task Standard

14.2.4. Air Force Catalog 36-2223. Lists additional training/educational opportunities available for civil engineer personnel. This catalog contains information on formal education and training courses. The catalog is updated quarterly. The catalog is on the AFEPL. Your unit training manager will maintain a hard-copy of this catalog.

14.2.5. ConTest. ConTest is an interactive computer-based testing program designed to evaluate a student's knowledge of contingency topics. ConTest is used to determine student's comprehension following HST CAT-1 classes. ConTest can also be used by students who "challenge" the requirement to attend CAT-1 classes due to their prior experience, existing knowledge on the subjects, or previous attendance to training classes. Members successfully passing a ConTest test will be given credit for meeting the required training. ConTest is distributed on CD-Rom disk and is maintained by the Readiness Flight. *ConTest is not intended to replace initial HST requirements for new member, nor is it intended to replace CAT-2 training.*

14.2.6. Readiness Training Package (RTP). RTPs are lesson plans for HST lessons. The RTPs are intended for those people who teach any area of HST. The index for the RTPs is located in AFIND 11. The RTPs are also on the Air Force Civil Engineer Support Agency (AFCESA) home page. The internet address for this information is http:\\www.afcesa.af.mil.

14.2.7. Other Documents. AFH 10-222, Bare Base Development, Vols. 1 & 2 are pocket guides providing information on bare base development for all AFSs. AFH 10-222, Vol 4, Air Force Environmental Hand-Book for Contingency Operations, was developed to assist the environmental career field (3E4X3) on environmental quality issues during contingency and training operations. The hand-book can be used by any AFS who works closely with environmental issues. AFH 10-222, Vol 3, Guide to Civil Engineer Force Protection.

14.2.8. AFCESA/CEX maintains a comprehensive listing of audiovisual products that support the Engineer Readiness program. To view this listing as well as gain information on how to order specific audiovisual products, please consult the AFCESA home page.

14.3. Ancillary Training.

14.3.1. Team Exercise Sites. All civil engineer personnel who fill critical Unit Type Code (UTC) positions will receive team qualification at Silver Flag Exercise Sites (SFES) with the exception of members on headquarters staff augmentation UTCs, pavement evaluation UTCs, and generator repair and maintenance UTCs. There are currently three active SFES in the world today. They are located at Tyndall AFB, FL; Ramstein AFB, Germany; and Kadena AFB, Japan. Personnel in critical UTC positions will be qualified at least every two years on the elements listed in table 3.3 of AFI 10-210. The Air Reserve Components (ARC) will be qualified at least every three years.

14.3.2. Regional Equipment Operator Training Site (REOTS) Course. The purpose of this course is to elevate the proficiency of Pavement and Equipment personnel (3E2X1) in the operation on the grader, bull-dozer, excavator, and 4-CY front-end-loader. 3E2X1 personnel should attend REOTS shortly after upgrade to the five-skill level. Supervisors need to schedule their people for attendance through their unit training manager and budget through the unit resource manager.

HOME STATION TRAINING
Category 1 - Classroom Training

Item	Task
1.	**Prime Beef Orientation**
1.1.	The Individual's Role
1.2.	Members Placement into the Prime BEEF Organization
1.2.1.	Organization Overview
1.2.2.	Training
1.2.3.	Equipment
1.2.4.	Operating Concepts
1.2.5.	Contingency Mission
1.2.5.1.	MAJCOM
1.2.5.2.	Unit
2.	**Field Sanitation and Health**
2.1	Field Sanitation
2.2	Buddy Care Procedures
2.3	Self Aid
2.4	Personal Hygiene
2.5	Control of Communicable Diseases
2.6	Kitchen and Mess Sanitation
2.7	Extreme Climates
2.8	Field Hygiene
2.9	Self Aid and Buddy Care
2.10	Water Purification
3.	**Explosive Ordnance Reconnaissance**
3.1.	Recognize Ordnance
3.2.	Describe Ordnance
3.3.	Report Location of Ordnance to Appropriate Control Center
4.	**Expedient Methods**
4.1.	Expedient Beddown
4.1.1	Harvest Eagle
4.1.2	Harvest Falcon
4.1.3.	Layout a Base
4.1.4.	Theater Utility Systems
4.1.5.	Harden Facilities
4.2.	Expedient Field Construction
4.2.1.	Construct Hardback Tent
4.2.2.	Field Latrines
4.2.3.	Berms and Dikes
4.2.4.	Field Utility System

Figure 14.1

Item	Task
4.2.5.	Wood Frame Buildings
4.2.6.	Modular Construction
4.2.7.	Bridges and Culverts
4.3.	Expedient Repair of:
4.3.1.	Electrical
4.3.2.	Plumbing
4.3.3.	Roads
4.3.4.	Buildings
4.3.4.1.	Shoring
4.3.4.2.	Scabbing
4.3.5.	Runway
4.3.6.	Facility
4.3.7.	Other Utilities
4.4.	Expedient Destruction/Base Denial
4.4.1.	Non Explosive
4.4.2.	Explosive
5.	**Security Training**
5.1.	Physical
5.2.	Personal
5.3.	Work Party
5.4.	Convoy
5.5.	Air Base Ground Defense (ABGD)
5.5.1.	Standoff Techniques
5.5.2.	Defense Positions
5.5.3.	Movement to Defensive Positions
5.5.4.	Fire and Maneuvering
5.5.5.	Reacting to Attacks

Figure 14.1

HOME STATION TRAINING
Category 2 - Hands-on Training

Item	Task
1.	**Government Vehicle and Equipment Operator Training**
1.1.	Contingency Vehicle Qualifications (AFI 10-210, Chapter 3)
1.2.	Equipment Training (AFI 10-210, Table 3)
2.	**NBC Defense Training**
2.1.	NBC Defense Policy
2.2.	USAF Alarm Signals and Actions
2.3.	Personal Protective Equipment (PPE)
2.4.	Contamination Control
2.5.	Lethal Chemical Agents and Defense Actions
2.6.	Biological Warfare Agents and Defense Actions
2.7.	Mission Oriented Protective Posture (MOPP) Levels
2.8.	Attack Reporting Procedures
3.	**Weapons Training**
3.1.	M-16
3.2.	.38-cal.
3.3.	9mm
3.3.1.	Courier
3.3.2.	Guard
3.3.3.	In-Flight Security
4.	**Expedient Methods**
4.1.	Beddown
4.1.1	Force Beddown
4.1.1.1.	Bare Base Assets
4.1.1.2.	Use Impoverished Materials for Construction of:
4.1.1.2.1	Buildings
4.1.1.2.2	Facilities
4.2.	Field Construction
4.2.1.	Using Normal Construction Equipment and Materials:
4.2.1.1.	Tent, Hard Back
4.2.1.2.	Field Latrines
4.2.1.3.	Berms and Dikes
4.2.1.4.	Field Utility System
4.2.1.5.	Wood Frame Building
4.2.1.6.	Pre-Engineered Building
4.2.1.7.	Modular Construction
4.2.1.8.	Bridge and Culverts

Figure 14.1

Item	Task
4.3.	Repair and Destruction Methods
4.3.1.	Plan and Use Expedient Techniques.
4.3.2.	Electrical
4.3.3.	Plumbing
4.3.4.	Roads
4.3.5.	Buildings
4.3.5.1.	Shoring
4.3.5.2.	Scabbing
4.3.6.	Rapid Runway Repair (RRR)
4.3.6.1.	Crush Stone
4.3.6.2.	AM-2 Matting
4.3.6.3.	Fiberglass Mat
4.3.6.4.	Spall Repair
4.3.6.5.	Command and Control
4.3.6.6.	Minimum Operating Strip
4.3.7.	Non-Explosive Base Denial Expedient Destruction for:
4.3.7.1.	Base Utilities
4.3.7.2.	Base Facilities
4.3.7.3.	Engineering Equipment
5.	**Field Training -- AFI 10-210, Table 2**
5.1.	Bivouac-Practice Contingency Skills:
5.1.1.	Camp Layout
5.1.2.	Vehicle Operations
5.1.3.	Erection of Bare Base Assets
5.1.4.	First Aid
5.1.5.	Field Sanitation
5.1.6.	Multiskilling
5.1.7.	Nuclear Defensive Techniques
5.1.8.	Biological Defensive Techniques
5.1.9.	Chemical Defensive Techniques
5.1.10.	Personal Security
5.1.11.	Work Party Security
5.1.12.	Convoy Security
5.1.13.	Defensive Techniques to Support and Augment Security Police
5.1.14.	Coordination and Communication Procedures
	NOTE: For further explanation of Home Station Training Category 1 or 2, see AFI 10-210

Figure 14.1